

The Virginia PTA Board of Managers adopted a Strategic Plan that has impacted the job responsibilities for some positions. The Standard Operating Procedures (SOP) will be discussed and adopted at our Pre-LTC Board Meeting in July. Any changes to these job responsibilities will be made clear to candidates prior to their nomination.

R. EXTENSION COMMITTEE

- 1) Committee composition
 - (a) The Extension Committee shall consist of the chairman elected at the post-annual meeting of the BOM in an election year and one board member from each of the geographical regions defined within the Virginia PTA appointed by the President with approval by the Executive Committee. At least one (1) member-at-large shall be appointed to serve on this committee upon approval by the Executive Committee.
- 2) Responsibilities of the committee
 - (a) Shall serve as the Virginia PTA Extension Chair as prescribed by National PTA.
 - (b) Works collaboratively with the state PTA president and board and PTA's national extension liaison to develop an extension plan for the state based on current membership and demographic information. The extension plan identifies schools and communities in which efforts will be made to establish new PTA units.
 - (c) Work with PTA national extension liaisons to develop individualized outreach plans for the state.
 - (d) Support efforts by state leaders to identify, recruit, and create new local units.
 - (e) Serve as the main point of contact for all new unit requests, and ensure responses and follow-up to these requests.
 - (f) Facilitate and support new unit creation and chartering, and ensure that new units have the necessary tools to be successful.
 - (g) Meets with school administrators, community leaders, and parent groups to determine their interest in establishing new units. Clearly presents the advantages and benefits of having a PTA to the school, community, and/or parent group.

- (h) Works with school administrators, parents, and other community residents to establish new units.
- (i) Mentors new units.
- (j) Assist District Directors in all of their responsibilities within their district when requested by the District Director or the President.
- (k) Develop resources to assist the president or designee when speaking to current PTAs considering dissolution.
- (l) Monitors the progress of new units and provides a quarterly report to the state PTA board.
- (m) The Extension Committee Chair will send all reimbursement requests to the Vice President for approval.