



everychild.one voice.®

Vice President Field Service

TERM Two Years (July to July)

OBJECTIVE

All PTAs receive effective support, guidance, training, and communication.

DUTIES

- Chair the Field Service Committee;
 - Oversee subcommittees and workgroups;
 - Serve as ex-officio on all subcommittees and workgroups;
 - Host regular committee meetings;
- Collaborate with Texas PTA President and Texas PTA Staff to assign FSRs to Local and Council PTAs;
- Build relationships with FSRs and Council Leaders;
- Assess FSRs performance and needs through effective communication and other resources as needed;
- Ensure FSRs and Council Leaders have the information, training and support necessary to be successful;
 - Communicate Texas PTA's Strategic Goals;
 - Work with Texas PTA staff to develop and implement Lone Star Leadership Weekend for Council Presidents;
 - Develop and implement training sessions at All Committees Weekend and LAUNCH for FSRs and Council Leaders;
 - Develop training for Field Service Representatives ("FSRs") and Council Leaders;
 - Host monthly webinars with all FSRs and Council Leaders;
 - Offer topic-specific Lunch and Learns;
 - Manage Texas PTA Field Service Representative and Council President FB Groups
 - Be available to resolve conflict, trouble-shoot, and brainstorm with FSRs and Council Leaders, as needed;
- Identify and develop potential leaders to serve at the state level;
- Manage any PTA Revitalization Teams (PRT) in partnership with the PRT Lead assigned by the Texas PTA President, the Texas PTA President and Texas PTA Staff;
- Assess current and future Local PTA training needs and trends through feedback from FSRs and Council Leaders, and collaborate with Vice President Leadership to meet those needs;
- Communicate regularly with the President and Texas PTA Staff;
- Communicate to the board of directors the status of the field;
- Serve on committees of the Texas PTA Board of Directors, as assigned by the Texas PTA President; and
- Be an ambassador for Texas PTA and National PTA.

(continued)

1-800-TALK-PTA

408 WEST 11TH STREET
AUSTIN, TEXAS 78701

TXPTA.ORG





everychild.one voice.®

Vice President Field Service



COMMITMENT

- Attend three in-person meetings of the board of directors annually (typically held in September/October, February and July and tied to events when possible) and be available for conference calls or webinars as needed;
- Represent Texas PTA at the following events:
 - LAUNCH (typically held in July);
 - All-Committees Weekend (typically held in September, following election);
 - Rally Day at the Capitol (typically held in February when the Texas Legislature is in session);
- Host Lone Star Leadership Weekend (typically held in June);
- Be available for frequent travel, some overnight; and
- Represent Texas PTA as assigned by the President.

PREFERRED SKILL SET

- Comprehensive knowledge of and passion for PTA;
- Well organized, adaptable, personable and collaborative personality;
- Strong leadership development skills;
- Strong interpersonal and leadership skills;
- Above average in-person and virtual presentation written and verbal skills;
- Versed in technology;
- Professional appearance;
- Work well with others;
- Ability to use constructive feedback to better support constituents; and
- Problem solver.

SUPPORT

Work in partnership with the Director of Member Services and Texas PTA Staff to execute the activities of the Field Service Committee.

1-800-TALK-PTA

408 WEST 11TH STREET
AUSTIN, TEXAS 78701

TXPTA.ORG

