



everychild.one voice.®

Vice President Leadership

TERM Two Years (July to July)

OBJECTIVE

The association has a knowledgeable and skilled volunteer network through the implementation of training resources and leadership development programs.

DUTIES

- Chair the Leadership Committee;
 - Oversee subcommittees and workgroups;
 - Serve as ex-officio on all subcommittees and workgroups;
 - Host regular committee meetings;
 - Annual review and update of FOUNDATIONS: Essentials training;
 - Annual review and update of position-specific FOUNDATIONS: BASICS training and all of the supporting documentation including but not limited to Resource Guides, Quick Start Guides, Training Videos, and webpages;
 - Annual review and update of specific task-based SPOTLIGHT videos such as updating Bylaws and Standing Rules and Electing a Nominating Committee; and,
 - Maintenance and enhancement of Leadership Development tools including but not limited to TX PTA's leadership development certification course, Full Circle Leadership, and the off-the-shelf leadership topic video series, Extra Credit.
- Assess current and future association needs and trends to align local leader volunteer resources with strategic goals;
- Coordinate the development of training courses to educate and support volunteers at all levels of PTA;
- Monitor the association's leadership development programs to provide long-term volunteer leadership capacity;
- Collaborate with Vice President Field Service to meet current and future Local PTA training needs based on feedback from Field Service Representatives and Council Leaders;
- Collaborate with President and President-Elect to develop and present leadership development and skill-based materials for annual Emerging Leaders Academy; and
- Serve on committees of the Texas PTA Board of Directors, as assigned by the Texas PTA President.

(continued)

1-800-TALK-PTA

408 WEST 11TH STREET
AUSTIN, TEXAS 78701

TXPTA.ORG





everychild.one voice.®

Vice President Leadership

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);
- Attend Lone Star Leadership Weekend, at the invitation of the Texas PTA President (typically held in June);
- Attend the Emerging Leadership Academy sessions (typically four spread out between October & April) at the invitation of the Texas PTA President; and
- Represent Texas PTA as assigned by the President.

PREFERRED SKILL SET

- Comprehensive knowledge of and passion for PTA;
- Comprehensive knowledge of current leadership development practices;
- Growth mindset;
- Strong leadership skills;
- Above average presentation, written and verbal skills;
- Experience with Google Suite applications;
- Professional appearance; and
- Ability to work well with others.

SUPPORT

Work in partnership with the Director of Events & Programs and Texas PTA Staff to execute the activities of the Leadership Committee.

1-800-TALK-PTA

408 WEST 11TH STREET
AUSTIN, TEXAS 78701

TXPTA.ORG

