



ARTS IN EDUCATION

The overarching goal of the Arts in Education (AIE) Chair is to provide opportunities for the students on their campus to engage and be exposed to various forms of art year-round. This may require facilitating various programs on campus, engaging the local artists in the community, or collaborating with teachers and parents. The AIE Chair does not have to be an artist or even have experience in the arts. All you need is a passion for inspiring the next generation.

TOP 10 THINGS TO KNOW FOR THIS POSITION

1. **What to do FIRST:** Complete training and the “Getting Started” items on the back side of this page.
2. Form a committee. Recruit a team of volunteers with various ideas, talent, and skills to help you.
3. Review information from the prior AIE chair. Summarize this information for the committee and formulate plans for the coming year. Use this to create a Plan of Work.
4. Utilize the resources available at txpta.org/reflections to plan a successful PTA Reflections Program. Subscribe to the Review, AIE newsletter.
5. Encourage involvement from teachers (such as special education, fine arts, and language arts teachers), parents, and community members.
6. Create a database of all Reflections entries. Update this list as judging is complete to ensure all paperwork is completed for students continuing to the next level within the Reflections program..
7. Recruit individuals to help judge Reflections entries. Ensure that judging criteria are shared with the judges and that all entries are prepared appropriately for viewing.
8. Host an event to recognize every student participating in the Reflections Program.
9. Prepare and deliver the advancing entries and required materials to the next round of judging.
10. Throughout the year, plan, share, and/or participate in Art Engagement Activities (other than Reflections) for students, families, and the local community.

KEY TRAININGS

- ☐ **FOUNDATIONS Essentials:** An introductory course for new PTA leaders. All executive board members must complete this course once in their PTA service.
- ☐ **BASICS Boardsmanship:** Required online course for all executive board members.
- ☐ **BASICS Arts in Education:** Required online course for Arts in Education chairs.
- ☐ **BASICS Boardsmanship Resource Guide:** A written resource guide to provide more in-depth answers to questions you may have about serving on an Executive Board.
- ☐ **BASICS Arts in Education Resource Guide:** A written resource guide to provide more in-depth answers to questions you may have about serving as the Arts in Education chair.

IMPORTANT DATES AND DEADLINES

- **July 1st:** National PTA Reflections Program begins.
- **September:** National Arts in Education Week begins the second Sunday of this month. This is a great time to kick off Reflections.
- **October 31st:** Last day your PTA can achieve Active Status (a requirement for the students of your PTA to participate in Reflections (see the Standards of Affiliation in your bylaws for more information).
- **Early November:** Deadline for students to submit ideas for the Reflections Theme Search Contest for the following year's theme.
- **November or December:** Check with your Council PTA Arts in Education chair to determine the due date for the council-level Reflections judging. Set your entry deadline and judging approximately three weeks before the Council deadline.
- **January 15th:** Due date for the Texas PTA state-level judging for Council PTAs.

QUESTIONS? Find more resources at txpta.org/arts-in-education. Contact your Council PTA or Field Service Representative. If you need additional assistance, you may contact the Texas PTA Arts in Education Liaison at artsined@txpta.org.

Quick Start Guide

The BASICS materials provide essential training for many PTA positions. This guide is just the beginning!

ABOUT PTA

The mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

What this means: We engage, empower, and advocate to achieve our vision—every child's potential is a reality. Our mission statement guides us and should drive any significant decision. The funds we raise are used to support our mission.

WHAT IS PTA?

PTA is a 501c3, member-based association that advocates for the best interest of ALL children in many areas. It is self-governing and non-partisan. PTA advocates for or against issues but does not endorse any candidate or political party.

What this means: You are a member of a nonprofit executive board and therefore have certain legal responsibilities. Executive board members have three fundamental fiduciary duties: the duty of care, duty of loyalty, and duty of obedience. Executive board members act as trustees of the PTA's assets and must exercise due diligence to oversee that the PTA is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed.

OUR PURPOSE

- Welcoming families into the school community
- Communicating effectively
- Supporting student success
- Speaking up for every child
- Sharing power
- Collaborating with communities

PTA STRUCTURE

Members
Local PTA (campus level)
Council PTA (district or community)
Texas PTA
National PTA

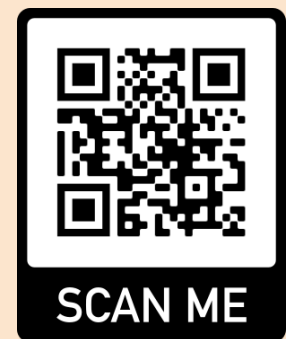
FINANCE

The Life Cycle of A Budget

- Elected/appointed executive board members create plans of work which include a budget detailing project-related expenses.
- PTA happens, and expenses occur.
- The executive board approves the plans of work and the membership votes to adopt the budget plan. Financial reports are presented at each regular executive board and membership meeting. Financial reconciliation happens at the end of the year, and the membership receives the report at the first meeting of the next school year.

TRAINING

Scan the code or visit txpta.org/training to learn more.



GETTING STARTED

As a leader in PTA, there are a few things you need to do to start the year.

ONE	TWO	THREE	FOUR
First, join your local PTA! All executive board members must be PTA members.	Next, register with Texas PTA at txpta.org/register-as-a-board-member .	Your local PTA secretary asks all executive board members to sign a Confidentiality, Ethics, and Conflict of Interest Agreement.	Your local PTA president asks all executive board members to create a Plan of Work which begins the annual budget process.

