



*everychild.one voice.®*

**Texas PTA State Office**  
408 West 11th Street  
Austin, Texas 78701

1-800-TALK-PTA

**txpta.org**

Texas PTA



@txstatepta



@texas\_pta



Texas PTA



## SUMMARY OF RESPONSIBILITIES

# Vice President Programs & Resources

**TERM** Two Years (July to July)

**OBJECTIVE** Expand the reach of the association through effective strategic partnerships and relevant adult and student programming.

## DUTIES

- Chair the Programs & Resources Committee which includes the liaisons of the following subcommittees: Arts Education, Environmental Awareness, Family Engagement; Parent Education, and Health and Wellness;
- Serve as an ex-officio member of all subcommittees of the Programs and Resources Committee;
- Chair the Strategic Partnerships Subcommittee;
- Chair the Scholarship Subcommittee;
- Provide guidance to the subcommittees in developing goals and objectives to support Texas PTA's strategic plan;
- Ensure that all subcommittees adhere to their adopted procedures;
- Utilize subcommittee liaisons to maintain training and educational resources that are current and relevant;
- Assist subcommittee liaisons in providing content for Texas PTA communications; and
- Encourage subcommittees to network with related agencies and organizations.

## COMMITMENT

- Attend three meetings of the board of directors annually (1-2 days duration including events);
  - Rally Day at the Capitol (typically held in February);
  - LAUNCH (typically held in July);
  - Fall board meeting (typically held in October);



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## SUMMARY OF RESPONSIBILITIES

# Vice President Programs & Resources

- Attend All-Committees Weekend following election in July (2-3 days duration);
- Attend Lone Star Leadership Weekend (typically held in June);
- Conference call and webinar availability; and
- Represent Texas PTA as assigned by the President.

## PREFERRED SKILL SET

- Comprehensive knowledge of and passion for PTA;
- Demonstrates strong leadership skills;
- Above average presentation, written and verbal skills;
- Professional appearance; and
- Ability to work well with others.

**SUPPORT** Work in partnership with the Associate Executive Director to execute the activities of the Programs & Resources Committee and subcommittees.