



Department & Committee Descriptions

Departments

Leadership Services Department

- Be responsible for strengthening and extending the work of PTA.
- Provide opportunities for leadership development and training to units and councils.
- Give guidance in strengthening, organizing, reorganizing, and disbanding units and councils.
- Generally, augment the influence and public understanding of PTA, its purpose and work.
- Assist with planning and executing district sponsored event(s) under the direction of the vice president of Leadership and the district president.
- Meeting Requirement: ~2 Meetings a Month – Board of Managers, Leadership Meeting

Community Involvement and Education Department:

- promoting the development of life-long, positive health related attitudes, knowledge, and behaviors.
- Promote community safety, the use of engaging instructional strategies for all students and support coordinated school health collaboration between parents, schools, communities, institutions, agencies, and organizations, which are essential to the health and academic success of children and youth.
- promote understanding of the purposes and needs of public schools and encouraging participation by parents and community members in working toward improvements in public education.
- sponsor parent information programs on issues such as substance abuse, health, child development, parenting issues such as discipline and teaching decision- making skills, curriculum, textbooks and computer-assisted learning and other topics identified by parents and community. Programs should help parents and other caregivers strengthen their parenting skills and family involvement in their children's lives.
- be responsible for establishing, promoting, and awarding the annual Safety Award to units.
- assist with planning and executing district sponsored event(s) under the direction of the vice president of Community Involvement and Education and district president.
- Meeting Requirement: ~2 Meetings a Month – Board of Managers, CI&E Department Meeting

Committees

Audit Committee:

- Review and approval of the audit conducted by the independent auditor.
- Review council and unit audits.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Audit Committee.

Awards Committee:

- Be responsible for organizing information packets and applications for all National PTA, California State PTA, and Thirty-First District PTSA awards decided annually.
- Decide the winners based on applications received for Honorary Service Award (HSA), Unit of the Year, Program/Directory, Newsletter, Teacher of the Year awards and any other award programs the district has adopted.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Awards Committee. Chair attends monthly M&O Department Meeting.



Budget Committee:

- Develop a preliminary annual budget to be presented at the End-Of-Year Awards Dinner.
- Develop an annual budget with input from all district vice presidents. The budget shall be presented for approval at the fall association meeting.
- Meeting Requirement: Board of Manager (~6/ year) + Budget Committee (~5/ year)

Bylaws Revision Committee:

- Review bylaws and standing rules annually
- Provide current copies to the board of directors and Board of Managers
- Make recommendations regarding revisions to the board of directors and Board of Managers for their approval prior to their submittal to the California State PTA parliamentarian.
- Meeting Requirement: Board of Manager (~6/ year) + Bylaws Revision Committee (~10/ year)

Communications Committee:

- Coordinate the publication and assist in the distribution of the Thirty-First District PTSA Valley Views newsletter.
- Monitor the Thirty-First District digital media presence.
- Maintain and Update Thirty-First District website.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Communications Committee.

Dinner Committee:

- Be responsible for organizing the membership and End-of-Year Awards Dinner.
- Recommend expenses to be taken from the department budget.
- Record event procedures (e. g. planning, checklist, flyers, supplies, timelines, and communication) which should be kept current in procedure book
- Be responsible for checking credentials (verifying that each member carries a current membership card) and registering delegates at all district meetings, including the district election meeting.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Dinner Committee. Chair attends Monthly M&O Department Meeting.

Diversity, Equity and Inclusion Committee:

- Include the chairperson, vice president of community involvement and education, executive vice president, at least two (2) members-at-large;
- Meet at least 6 times a year, may call additional meetings, as necessary.
- Advance inclusion, equity and diversity within the membership and leadership throughout the association and provide support for the implementation of the diversity and equity goals and strategies, taking into consideration the thirty-first district PTA mission statement, California State PTA mission statement and position statements and the national PTA standards for family-school partnerships.
- Provide representation for emerging leaders;
- Annually assess the status of the association with regard to diversity, equity, and inclusion;
- Make recommendations to the board of directors that promote and sustain diversity, equity and inclusion at all levels;
- Collaborate with other commissions and committees to promote cultural competency within the entire association;
- Plan annual meeting workshops that focus on diversity and inclusion;



- Meeting Requirement: ~2 Meetings a Month – Board of Manager, DEI Committee. Chair attends monthly M&O Department Meeting.

Fundraising Committee:

- Developed plans for generating income for Thirty-First District PTSA through fundraising, events, recommendations for resale items, and sale of unit and council PTA supplies available at the district office. Such plans must be presented to the board of directors for approval in advance.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Fundraising Committee. Chair attends monthly M&O Department Meeting.

Grant Committee:

- Provide grant oversight from conception to completion
- Review all grant proposals and present recommendations to the board of directors for approval
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Grant Committee.

Legislation Committee:

- May attend meetings/conferences of allied agencies representing the Thirty-First District PTSA as recommended by the chair, upon approval of the board of directors.
- Make recommendations to the board of directors regarding resolutions to the California State PTA.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Legislation Committee.

Membership Committee:

- Be responsible for developing and implementing a campaign to promote membership to the units and councils
- Including conducting at least two (2) membership workshops annually, in conjunction with the leadership department
- Ensure that the Information Card, issued by the Los Angeles Police Commission Charitable Services Section, Commission Investigation Division, is distributed to all councils and units through proper PTA channels; with office staff, coordinate the distribution of membership cards to the units through council PTA channels
- Keep track of and report to the Board of Directors and Board of Managers the total unit memberships monthly.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Membership Committee. Chair attends monthly M&O Department Meeting.

Music Scholarship Committee:

- Review and update all applications and paperwork to be distributed to applicants.
- Oversee and plan the events, to include distributing applications, conducting auditions, and presenting a concert to showcase the recipients of the scholarship.
- Funding for each scholarship is collected through donations and sponsors on a continuing basis. The committee may research and recommend outside funding (grants) to help encourage the development and enhancement of musical talent within our youth.
- Distribute applications to LAUSD secondary schools within the San Fernando Valley and Sunland/Tujunga boundaries.
- Set up and confirm dates and locations for the audition day and the concert performance. File all necessary paperwork.



- Articles shall be submitted for publicity, in addition to Valley Views newsletter and council roundtable, announcing the winners and honorable mentions.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Music Scholarship Committee, Auditions, and Concert. Chair attends monthly M&O Department Meeting.

Reflections Program Committee:

- Distribute all Reflections program information received from National and California State PTA.
- Determine district deadline for entries, based on California State PTA and National PTA deadlines.
- Provide a Reflections Program Guidelines for each unit.
- Recruit judges for each category.
- Forward district winners to California State PTA by deadline.
- Coordinate district Reflections Program reception and contact legislators and LAUSD officials and others as appropriate for district winners' recognitions.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Reflections Committee. Chair attends monthly M&O Department Meeting.

Resolutions Committee:

- be responsible for reviewing proposed California State PTA convention resolutions and making recommendations to be voted on by the district board of managers.
- present convention resolution and the board of managers' recommendations at the convention orientation(s).
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, Resolutions Committee.

Individual Positions

Historian:

- Assembles and preserves the record of annual events, activities, accomplishments, and volunteer hours of the District.
- Prepares Annual District Historian Report form.
- Keep a permanent PTA History Record Book that includes:
- Present a summary of the year's history at the April Board of Managers meeting.
- Create a scrapbook of mementos, photos, press clippings, newsletters, flyers, etc., that do not go into the history book. This scrapbook may be presented to the outgoing president, if desired, at term end, or kept with other materials.
- Prepares the Annual District Historian Report form with the collection of all district, council, and unit volunteer hours from the Annual Historian Report forms.
- Collect and tally members' volunteer hours from beginning of the PTSA year.
- Serve on the communications committee.
- Meeting Requirement: ~3 Meetings a Month – Board of Manager, Communications Committee, M&O Department

Hospitality:

- Coordinate food and beverage for all Board of Managers meetings
- Keep supplies (e.g. paper goods, coffee, water) stocked between meetings and/or events.
- Meeting Requirement: ~2 Meetings a Month – Board of Manager, M&O Department Meeting.