



Job Description TEEN GIFTS

Mission: To provide one quality gift per youth to families needing assistance.

- Attend Board of Directors meetings August through January.
 - Attend and participate Council General Meetings. Meetings occur on the 4th Monday of the month. The President will give you a yearly calendar at the first council meeting.
 - If able, attend Region 6 Conferences, PTA and The Law and Convention
 - Is familiar with the WASTATE PTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs. Specifically Committee Chair Policy.
 - Supports the decisions of the board, despite any personal feelings you might have, once the board has voted, you are ethically obligated to support that decision.
 - Maintain confidentiality of the Board's sessions, speak for the board or organization only when authorized to do so.
 - Once appointed by President, Chair shall serve as spokesperson for Council event.
 - Prepares a budget for Teen Gifts Committee and submits it to the Board of Directors for their approval.
 - Document all in-kind donations
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- Coordinate and oversee the acquisition and distribution of teen gifts at the Holiday Baskets event.
 - Distribute information to local PTA about Teen Gift items to "drive" for during their collections (part of the October meeting packet).
 - Find companies to request grants from, this has to be started early and deadlines checked.
 - Request donations of cash or items from local businesses.
 - If possible, find one or more high school students to coordinate drives (e.g., Senior Project, community service hours, Honor Society Project).