Mission: Coordinate a Council Reflections program.

- Attend monthly Board of Directors meetings.
- 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 Plan of Action for Reflections Reception and submits it to the Board of Directors for their approval.
- Document all in-kind donations
- Submit a Final Report to the Board after program completed.

☐ Make a schedule for Council Reflections program. Establish key dates and facilities availability.
☐ Communicate with the Reflections Committee and Local Unit Chairs to make sure each committee member and chair knows what is expected of them.
☐ Oversee collection of entries and hanging of the Council Reflections exhibit.
☐ Plan and execute the district Reflections reception.
☐ Oversee the preparation of entries to be submitted to the state Reflections program.
☐ Update the Reflections notebook and recruit new volunteers for the Reflections Committee.