



Job Description REFLECTIONS CHAIR

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.
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- 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.