

Delegate Committee Responsibilities

The requirements for the position of council delegate are:

- able to attend unit meetings
- able to attend PTA Council meetings
- able to take notes at the PTA Council meetings and present a report at the unit meeting
- able to take a position as a PTA Council committee chair/member
- able to fulfill any other duties as detailed by your unit's bylaws and standing rules

The PTA Council of Copley-Fairlawn PTAs' committees are:

- Advocacy
- Art Show
- Hospitality / Goodwill
- Membership
- Reflections
- Scholarship
- Public Relations / Communications
- Website
- Wellness

It will be helpful if the council delegate has experience on these committees so they are comfortable chairing a PTA Council committee and are able to advise the unit committee chairs. Experience is not a requirement, though, since such a requirement would place an undue burden on unit nominating committees.

The **Art Show** chair coordinates the District Art Show with the district art teachers. Each unit will have a representative on the Art Show committee. The committee is responsible for producing and copying the Art Show program. The committee coordinates the refreshments for the evening receptions and all committee members help serve the refreshments. Each unit representative helps prepare the art for display, helps transport the art to the high school, and coordinates the refreshment donations from their unit. (1-2 chair and 1-2 helpers)

The **Hospitality / Goodwill** chair arranges bottles of cold water to be available for each PTA Council meeting. This committee can arrange for refreshments for other PTA Council events. The chair also coordinates the assembly of the basket that the PTA Council donates to the District 13 Fall Conference. (1 chair)

The **Advocacy** chair tracks legislation in Ohio and Washington DC (endorsed by Ohio and National PTA) that impacts children and education and reports at PTA Council meetings. The chair can promote letter writing campaigns requested by District 13 / Ohio PTA. (1 chair)

The **Membership** chair coordinates the efforts of the unit membership committees and reminds them of membership deadlines, goals, and special programs. The chair gets membership numbers from units and reports at PTA Council meetings. The chair gets membership numbers

from Ohio PTA through the PTA Council president and checks these numbers against the unit numbers. (1 chair)

The **Reflections** chair coordinates the efforts of the unit Reflections committees and sets a district due date for Reflections art. The chair coordinates the Council judging and arranges for neutral judges. The chair prepares the art to be received by Ohio PTA in Columbus. The chair transports or ships the art to Ohio PTA by the Ohio PTA deadline. (1 chair and 1-2 helpers)

The **Scholarship** committee chooses the recipients of the PTA Council scholarships. Each unit will have a representative on the committee. The committee will follow the guidelines and choose the best candidates available who are CHS PTSA members or whose parent is a CHS PTSA member. The chair contacts the high school guidance department and sets a date for the selection meeting. The chair should ask CHS PTSA for a list of CHS PTSA members. The chair informs the high school guidance department of their choices and ensures that the students chosen meet the membership requirement. The chair will create the letter and document that accompany the scholarship award. (Need a delegate from each of the 5 schools. You cannot be a senior parent.)

The **Public Relations / Communications** chair is responsible for sending out press releases to newspaper outlets and using social media to communicate any events or news. (1 chair)

The **Website** chair is responsible for getting trained on the school district's site through the technology department and updating the website -- post rosters, meeting dates, meeting minutes, and event details. (1 chair)

The **Wellness** chair is responsible for providing information for our council members (including wellness issues/topics at the Ohio and National PTA level) and coordinating activities regarding wellness issues relating to our members and students. (1 chair)

All 5 PTA units must have a representative to serve on the PTA Council Founder's Day committee and the PTA Council Installation committee. Many of the units have this individual dictated by their bylaws, for example 1st VP. If your unit does not state who your representative is, you can check with your president to see if you can fulfil this requirement.