

General Job Description Vice President for Legislation

Basic Functions:

Serves as an elected officer, representing the membership and best interests of the association.

Maintains open communication with and exercises personal leadership in the motivation of the other officers, board members, and the membership-at-large.

Takes part in monitoring and evaluating organizational performance and effectiveness.

Is, or is willing to become, familiar with the function of Oregon PTA and National PTA.

Duties, Responsibilities and Authority:

- Be third in succession to the President.
- Create an annual plan of work, with goals and actions, prior to July 1st. This plan shall include legislative activities, training, OneVoice articles, awards and other incentives.
- Attend all meetings of the Board of Directors, Executive Committee, Convention, and State Board workshop/training sessions.
- Study specific activities and duties of office and perform these activities and duties in a timely and professional manner.
- Provide advocacy education.
- Serve as chair of the Legislative Committee, coordinating the implementation of legislative strategies through the committee. Including:
 1. Evaluate, revise and develop state legislative materials.
 2. Review and update the legislative section(s) of the Oregon PTA Officer's Manual
 3. Prepare a proposed *Legislative Platform* and a *Legislative Action Program*
- Serve as chair of the Resolutions Committee.
- Serve on additional committees of the Board of Directors as needed.
- Serve as primary coordinator of the Legislative Summit to be held in odd-numbered years.
- Plan, coordinate, and implement all state-promoted legislative events and the legislative training and education program.
- Provide a written report at all Board of Directors meetings and as requested by the President.
- Provide an annual report to the state convention body.

This is the only elected position that may be held for more than one term.