



Oregon PTA Committee Assignment Requests

We are stronger as a team and when we bring different perspectives to the table. Please consider assisting the Board of Directors and taking your leadership to the next level by being a part of one of our Oregon PTA Committees.

Name: _____

Local PTA(s): _____

Local PTA Position(s): _____

Email: _____

Telephone: _____

Oregon PTA Committees:
 (Please indicate your preference 1-5 with 1 being your first choice)

Awards Bylaws & Standing Rules Communication
 Conference/Convention Diversity & Inclusion Family Engagement
 Finance Health and Welfare Legislative/Resolutions
 Membership Reflections (Arts in Education) Student/Youth Representative
 Teacher Education Scholarship

Committee assignments are made based on several factors, including, but not limited to: depth of experience needed on the committee, number of people required to conduct committee business; and geographic diversity. You may be asked to provide further information before committee assignments are completed.

Submit your form at any PTA Leadership Training or mail, fax or email to:
Oregon PTA, 3108 SE 50th Avenue, Suite A, Portland, OR 97206
503-234-6024 (FAX), office@oregonpta.org

Oregon PTA Standing Committee Descriptions:

Awards: The committee will meet to review awards criteria and coordinate with the Communications team to have awards information distributed to all units. Committee will review award submissions and using the criteria, choose candidates to receive awards at the annual Conference and Convention.

Bylaws & Standing Rules: The committee will meet 4-6 times per year to complete an annual review of the bylaws (Oregon, Council and Local Unit) and the Oregon PTA Standing Rules and make recommendations to the General Membership for changes during the annual Conference and Convention. Chaired by President Elect.

Communication: The committee is responsible for partnering with the Oregon PTA Executive Committee to oversee consistent and active communication to all stakeholders for the purposes of program messaging, fundraising, awareness and branding. The committee will develop, update and monitor Oregon PTA communications within a wide scope of work to include print, video, social media, and other electronic formats. Chair to be appointed by the President and not required to be a member of the Board of Directors.

Conference/Convention: This committee plans all aspects of the annual conference and convention including site selection, decoration, and planning of events. Meetings begin in summer and meet monthly January-April. Chair to be appointed by the President and not required to be a member of the Board of Directors.

Diversity & Inclusion: This committee works to hold Oregon PTA accountable to the Equity Policy while encouraging participation to provide outreach into communities that are underrepresented in both leadership and membership. Chair to be appointed by the President and not required to be a member of the Board of Directors.

Family Engagement: This committee will promote state and national programs for family engagement as well as to seek out other programs and organizations for Oregon PTA to partner with. Chair to be appointed by the President and not required to be a member of the Board of Directors.

Finance: This committee will prepare the annual budget for Oregon PTA, monitor spending and make recommendations for ensuring the budget matches the mission and strategic plan. The committee will also provide oversight of the financial reporting process, assist local units with requested mid-year audits and oversee the selection of external auditors. Chaired by Treasurer.

Health & Welfare: This committee will promote and foster active interest in child and youth safety and health issues and provide information to our members. They will partner with other coalitions for health and welfare of children and youth. Chair to be appointed by the President and not required to be a member of the Board of Directors.

Legislative/Resolutions: This committee will assist the VP for Legislation in the planning and implementation of legislative issues and involvement. This includes the annual review of the legislative platform and action plan and the review and development of proposed Resolutions during the business meeting at the annual conference and convention. Chaired by the VP for Legislation.

Membership: This committee will assist the VP of Membership in the planning and implementation of membership development plan for the year. They will prepare materials and supportive information for membership as well as new unit development. Chaired by the VP for Membership.

Reflections/Arts in Education: This committee will implement the Reflections Program in Oregon by providing information and support to units interested in participating in Reflections. They will assist with all submissions to the state level and all awards that are generated from submissions. Chair to be appointed by the President and not required to be a member of the Board of Directors.

Student/Youth Representatives: This committee comprised of youth members will bring viewpoints from the various youth of our state to the Oregon PTA Board of Directors. They will act as a liaison to the youth of our state for interpreting PTA programs and projects and perform special assignments as requested by the Executive Committee. This committee will have two co-chairs and will be selected by the Board of Directors.

Teacher Education Scholarship: This committee will support procurement of items to be used as fundraising for the scholarships. They will sell raffle tickets at the annual Conference and Convention as well as assist in the administration of the scholarship program. Chair to be appointed by the President and not required to be a member of the Board of Directors.