



FAIRFIELD PTA COUNCIL

EDUCATION CENTER / BOX 220 / 501 KINGS HIGHWAY / FAIRFIELD, CT 06825

PTA COUNCIL DELEGATE JOB DESCRIPTION

THE PTA COUNCIL DELEGATE IS:

- an elected officer of a unit's PTA and a member of its Executive Board with full voting privileges
- one of two delegates who are elected by each unit to serve jointly; this is not to be a shared or rotated job with the second delegate, both are expected to attend **all** Council meetings
- a member of the Council.
- the link between the unit and the Council

DUTIES OF THE PTA COUNCIL DELEGATE ARE:

- to attend **all** Council meetings (First Monday of the month)
- to become familiar with your unit's interests, needs, and expectations
- to represent your unit at the Council meetings
- to listen, speak and act on behalf of the PTA unit, present your school's view not a personal viewpoint and consider what is best for all children, not just a select group
- to report back to your Board and unit monthly on the information presented at Council
- to discuss with your President(s) your report prior to your unit's monthly meeting
- to become interested in education in Fairfield from a system-wide perspective, and not just a single school perspective
- to inform your membership, through regular communications (school newsletter, Friday Folders, flyers, etc.) of concerns and issues affecting your school and children
- to survey your Board and membership regarding matters requested at the Council meetings and report back the response
- to bring to the attention of Council any issues or questions your unit might have concerning PTA on the local/state/national level
- to represent your unit on either the Council Nominating committee or the Dora Wheeler Scholarship committee (one unit representative to each committee) as well as any other committees that might be formed (i.e.: Leadership Workshop; Deanna O'Kiernan Award)
- to become aware of talent within the Council and units so that potential leadership may be developed
- to attend the Connecticut PTA convention, if possible, and to share the information acquired
- to become familiar with legislation affecting education and children
- to contribute information to council members concerning your school's activities
- to provide hospitality at one meeting during the year from your unit

Duties of the Council Alternate are:

- to attend a Council meeting if one of the representatives is unable to attend
- to perform all of the above in the absence of that representative

