

**The Bylaws Chairman, working under the direction of the Secretary, shall:**

1. Provide advice and counsel to units in the drafting or revising of bylaws to insure conformity with State and National PTA bylaws.
2. Receive and approve unit bylaws.
3. Check office file copies to determine current status of unit bylaws, including verifying that State and National dues were paid and bylaws are consistent with State bylaws and identifying areas of the bylaws that need clarification.
4. Notify those units whose bylaws are due for review in the fall of the school year in which the review is scheduled.
5. Mark approved bylaws with the word “approved”, the date, and the initials of the reviewing committee member.
6. Coordinate work of the Bylaws Committee to review and update bylaws, checking for conformity with State and National bylaws, consistency of language, the need to add or delete materials.
7. Present bylaw amendments to the State Convention for approval.
8. Maintain Job Descriptions of all State PTA officers and chairmen.
9. Maintain Working Rules and Convention Guidelines.
10. Update board report document in Google Drive.
11. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
12. Perform convention duties as outlined in the Convention Guidelines.
13. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

**Position Requirements:**

- Prior experience in unit.
- Familiarity with the Local Leader Kit and the National PTA web site.
- Understanding of local, State and National PTA bylaws.
- Leadership ability.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.