

The District Managers shall:

1. Work directly with unit Presidents to provide support and assistance in the areas of program, activities and policies.
2. Work to strengthen units and provide support in the areas of programs, activities and policies.
3. Organize new units. Visit superintendents, principals and school groups within the district in an effort to recruit new PTA units.
4. Work under the direction of the VP for Leadership.
5. Serve as a link between the Board and local units in the district.
6. Stay current on the record of names and locations of all schools in district area; names of PTAs, President's names and other pertinent information needed to serve the local units.
7. Document work on compliance issues into the PTA specific documents in Google Notes.
8. Submit a written report to the State Office documenting any problem(s) at the local unit level within 48 hours of contact (via phone or email) with the unit.
9. Update board report document in Google Drive.
10. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
11. Serve as a member of the committee on State and Local Relations when requested by the President.
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 good listener, be informed about PTA on all levels and able to speak well before groups.
- Must be a member of a local unit PTA.