

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

1. Emphasize the need for early childhood experiences in visual art, music composition, literature, film production, dance choreography and photography. The Reflections program covers these forms of creative expression and students are urged to participate.
2. Coordinate the State Reflections program by:
  - a. Publicizing the program through the website and/or mailing to units. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
  - b. Distributing information and guidelines to all PTA units.
  - c. Select people with expertise in each field to judge entries prior to the annual convention and to select the entries to be sent to National competition.
  - d. Arrange for the purchase of awards for the annual convention. Publicize the awards as appropriate.
  - e. Distribute certificates signed by the President and Reflections Chairman to each child who enters the State Reflections program.
  - f. Notify each local unit and District Manager, announcing the winners within one month of judging.
  - g. Facilitate the return with local unit Reflections chairs of entries not being sent to National PTA by May 25.
  - h. Forward theme search submissions and winning entries to National PTA when requested.
  - i. Work with the Secretary and Convention Chairman to put together the Reflections celebration.
3. Perform duties outlined in the Convention Guidelines.
4. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.
5. Update board report document in Google Drive.

**Position Requirements:**

- Prior experience in unit Reflections program.
- General understanding of PTA, general knowledge of other Board offices and their duties.
- Familiarity with the Local Leader Kit and the National PTA web site.
- Must be a member of the Land of Enchantment PTA.