

**The State Convention Chairman, working under the direction of the President-Elect, shall:**

1. Work with the President to develop the agenda for State convention.
2. Coordinate all convention arrangements as outlined in the Convention Guidelines.
3. Ensure that the convention program provides information, inspiration and guidance for carrying on the work of the PTA.
4. Obtain approval of State convention plans and programs from the Board.
5. Ensure that all assigned duties of the convention are executed.
6. Aid with the evaluation of the convention.
7. Keep a log of actions, arrangements, successes and failures to be passed on to the next Convention Chairman.
8. Make recommendations of any changes in the Convention Guidelines to Board members at Fall Meeting.
9. Submit a final report on the convention to the Board at the Summer Meeting.
10. Present a brief report at each Board meeting.
11. 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.
- Previous experience at a state convention.
- 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.
- Ability to meet deadlines.
- Must be a member of the Land of Enchantment PTA.