

# Alameda PTA

## Vice President for Advocacy

### Job Description

#### **General Purpose of the Position**

Child advocacy has been the cornerstone of PTA since our founding in 1897. Advocacy is often a gradual process requiring patience and year to year efforts not only at the National and State level but also the local unit level. It is the job of the VP Advocacy to both inform and encourage advocacy by all our members.

#### **Key Duties & Responsibilities**

In general, the responsibility of this Board member is to learn more about state education and funding policies and help inform and activate your school community to support positive change. Specific duties and responsibilities might include the following:

- Serve as a liaison to the Portland Council, Oregon PTA and National PTA organizations. This might include attending meetings of these organizations from time-to-time.
- Attend the annual state PTA convention and represent the Alameda PTA membership when the statewide PTA legislative platform is decided.
- Attend some local school board meetings. Communicate advocacy positions as authorized by your PTA board.
- Read and provide summary reports to the Alameda PTA Board and general membership on communications from the PPS School Board, Portland Council, Oregon PTA and National PTA.
- Provide the VP-Communications with regular updates on legislation and policy news related to education for inclusion in school communications.
- Empower members to discuss local, state and federal advocacy issues and provide opportunities to take action on Legislative Alerts from Oregon PTA and National PTA.
- Schedule and help coordinate/facilitate at least one meeting per year with one or more of our elected representatives to discuss our PTA's issues of concern and legislative priorities. Could be part of a general membership meeting or a separate meeting at the offices of the representative(s) with others invited to join you.
- Organize a letter-writing, email or call-in campaign to communicate legislative priorities to legislators one to three times per year. Provide a sample letter, email or phone script.
- Honor board member [service expectations outlined by Oregon PTA](#)

#### **Estimated Monthly Hours for VP of Advocacy: TBD**

All PTA board positions are a two-year commitment. Specific time commitments for this position are to be determined since this is a new and emerging role for this local unit. It is expected that the first volunteer to serve in this position will help build out the month-to-month responsibilities.

Month	Key Activities
July/August	* See recurring tasks
September	<ul style="list-style-type: none"> <li>● Attend the Oregon PTA Leadership Training and report back to Alameda PTA</li> <li>● * See recurring tasks</li> </ul>
October	<ul style="list-style-type: none"> <li>● * See recurring tasks</li> </ul>
November	<ul style="list-style-type: none"> <li>● * See recurring tasks</li> </ul>
December	<ul style="list-style-type: none"> <li>● Facilitate/host a general assembly meeting to focus on the advocacy work of the Oregon PTA, invite the Oregon PTA and Portland Council to attend and present. (Timing TBD – doesn't need to be December per se)</li> <li>● * See recurring tasks</li> </ul>
January	<ul style="list-style-type: none"> <li>● * See recurring tasks</li> </ul>
February	<ul style="list-style-type: none"> <li>● * See recurring tasks</li> </ul>
March	<ul style="list-style-type: none"> <li>● * See recurring tasks</li> </ul>
April	<ul style="list-style-type: none"> <li>● Attend the Oregon PTA Conference.</li> <li>● * See recurring tasks</li> </ul>
May	<ul style="list-style-type: none"> <li>● * See recurring tasks</li> </ul>
June	<ul style="list-style-type: none"> <li>● Attend the National PTA Conference (potential)</li> <li>● * See recurring tasks</li> </ul>

**\*On-going/Recurring Tasks Each Month -or- tasks for which timing and frequency is TBD**

- Write weekly “Politics & Public Education” update for NewsNotes.
- Attend monthly PTA meeting and provide legislative updates and report on advocacy efforts underway by the Oregon PTA and National PTA.
- Attend at least 1 PPS Board meeting each quarter.