

# Arts in Education Quick Start Guide

## Job Description

Promote artistic involvement within the PTA and bring the arts to the children at your school. Organize and facilitate participation in Texas PTA artistic programs such as Reflections.

## Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Form a Committee
- Meet as a committee and set goals for the year
- Promote the National PTA Reflections program
- Download any Reflections forms, rules or guidelines from the Texas PTA website
- Ensure your PTA is in “good standing” by October 15 to be eligible for state-level Reflections judging
- Use the fine arts in developing monthly PTA programs
- Promote cultural events in the community and surrounding areas
- Advocate for PTA positions and current legislation
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

## Important Dates

June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
January 15	Texas PTA Reflections Deadline
February	Rally Day At The Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 2	National PTA Reflections Deadline
March 15	Spring Membership Reporting

## Resources

Texas PTA Arts in Education Resource Guide  
Texas PTA website  
National PTA website  
The Official Back-To-School Kit

[Available for purchase or free download at www.txpta.org](http://www.txpta.org)  
[www.txpta.org](http://www.txpta.org)  
[www.pta.org](http://www.pta.org)  
[Available through National PTA](#)

## Contacts

Texas PTA  
Texas PTA Programs Department  
Texas PTA Arts in Education Chair

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