

Legislative Action Quick Start Guide

Job Description

Legislative Action chair will determine the legislative goals to be achieved as well as communicating and sharing important information with the Legislative Action Committee and the PTA members.

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
- Attend Local PTA executive board and membership meetings
- Sign up for The Voice, Under the Dome, Leader Links and Legislative alerts
- Determine local issues and needs through PTA websites, local and national media, school district policies, school board meeting topics, and member surveys
- Provide executive board and membership with legislative updates
- Share action alerts with membership and encourage participation
- Develop and implement an advocacy project
- Promote and participate in Texas PTA's biannual legislative PTA Day at the Capitol. Rally Day!
- Participate in Council and Texas PTA committees and/or subcommittees
- Apply for the Texas PTA Legislative Action Award
- 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 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)
September 1	Fall deadline for submission of proposed legislative positions and resolutions
October 15	Fall Membership Reporting
December	Deadline for Shirley Igo Advocate Award submission to National PTA
December	Deadline for Outstanding Advocacy Award submission to National PTA
January	Texas Legislative Session begins (Odd-numbered years)
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting
April 30	Spring deadline for submission of proposed legislative positions and resolutions
May 15	Deadline for Legislative Action Award submission to Texas PTA (online only)
May 31	Texas Legislative Session ends (Odd-numbered years)

Resources

Texas PTA Legislative Resource Guide
Texas PTA website
National PTA website

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

Contacts

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