

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
www.pta.org
[Available through National PTA](#)

Contacts

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