

Environmental Quick Start Guide

Job Description

Texas PTA promotes environmental awareness initiatives that unite parents, students, teachers and campus administrators in an effort to protect children and their environment.

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
- Meet with the previous chair; and review the procedure book for ideas and guidance
- Meet with campus representatives; including the principal and teachers; who may be good resources (such as science, social studies, language arts, journalism, gifted teachers, librarians and club sponsors, etc.) to determine campus needs and interests related to the environment
- Develop a committee
- Familiarize yourself with environmental resources and organizations such as those listed on the Texas PTA website and select which topics you would like to pursue
- Become familiar with the National PTA environmental position statements and environmental legislative priorities for Texas and National PTA, and share information and advocacy with PTA membership
- Promote participation in America Recycles Day, Earth Day, Arbor Day and the Texas PTA One World Challenge
- Work with community organizations that promote environmental priorities, such as Keep Texas Beautiful affiliates or environmental services in your city
- Educate school personnel, students and PTA members about environmental issues through newsletter articles, website and member programs
- Schedule a program for members related to environmental awareness through Texas PTA resources or a local community organization
- Encourage campus participation in community environmental events and activities that promote “reduce-reuse-recycle” practices on your campus
- 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
November 15	America Recycles Day
December 3	Texas Forest Service Poster Contest Deadline
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 2	Keep Texas Beautiful's Don't Mess with Texas Trash Off
April 15	Deadline for One World Challenge entries to Texas PTA
April 22	Earth Day
April 29	National Arbor Day
May 15	Deadline for Environmental Award entries to Texas PTA (online only)

Resources

Texas PTA Environmental 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

Texas PTA
Texas PTA Programs Department
Texas PTA Environmental Program Chair

1-800-TALK-PTA
programs@txpta.org
environmentalchair@txpta.org



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