

Healthy Lifestyles Quick Start Guide

Job Description

Establishing a healthy lifestyles committee on your board, providing access to training and resources and addressing the critical nutrition and physical activity needs of Texas children and their families.

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
- Create a Healthy Lifestyles Team. Include your Principal, Local PTA President, PE Department, Cafeteria Manager, Garden Director and parents
- Attend your District's SHAC meetings and know your District's Wellness Policy (found on school website.)
- Join your school's Campus Improvement Committee to provide a school health perspective
- Assess your school's needs via surveys and SHAC meetings, plus feedback from school faculty, staff and administration, local PTA leaders, parents and students
- Learn about Coordinated School Health—visit the CDC website
- Create opportunities for parent engagement and education that fit your local needs, utilizing local assets (parents, businesses, local non-profits) as well as State and National PTA resources (*Ready, Set, Achieve!*)
- Ensure that your school receives recognition: apply for the Local PTA Healthy Lifestyles Award
- Be a positive force of collaboration, information and support in your school
- 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

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
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
May 15	Deadline for Local PTA Healthy Lifestyles Achievement Award submission to Texas PTA (online only)

Resources

Texas PTA Healthy Lifestyles Resource Guide	Available for purchase or free download at www.txpta.org
Texas PTA website	www.txpta.org
National PTA website	www.pta.org

Contacts

Texas PTA	1-800-TALK-PTA
Texas PTA Programs Department	programs@txpta.org
Texas PTA Healthy Lifestyles Chair	healthylifestyleschair@txpta.org

