

DISTRICT COMMUNICATIONS CHAIR/SECRETARY

The District Communications Chair/Secretary is elected by the District to which the VPTA member belongs and serves a 2 year term. They are a vital part of the District Leadership Team. Members choosing to serve in this capacity should understand the expectations associated with their position and be willing to fulfill them to the best of their abilities. These include:

- Attending district meetings and events.
- Overseeing the electronic notifications and mailings to district members regarding district activities.
- Keeping a summary of items/discussions occurring at district meetings, and posting this summary electronically either on the district section of the VPTA website and/or by email to district members.
- Ongoing communication with and assistance to the District Leadership Team (Co - Chairs, Financial Director/ treasurer, Nominating Committee Representative, and engaged members) to support the organization and functions of the district as well as assist as needed at the state level.
- Attending VPTA events such as Annual Conference, Annual Retreat, Legislative Day, etc.
- Mentoring members newly elected to district roles.
- Writing a short summary of district news for the quarterly *Virginian*.
- Under the leadership of the VPTA State level Communications Chair (VPTA Secretary) assist as needed at the state level.
- Networking with leaders and members in an effort to identify their talents, interests, and aspirations for service/leadership within the VPTA.