

LOCAL UNIT LEGISLATIVE and/or  
ADVOCACY VICE PRESIDENT OR CHAIR JOB DESCRIPTION

\*Be or become knowledgeable of:

- National PTA policy and legislative platform
- Montana PTA policies, resolutions and legislative platform
- Children's issues
- Ways to communicate with policymakers
- Job description
- Non-partisan policy

\*Be sure the Montana PTA Advocacy Chair knows your name, address and contact information.

\*Be a member of the National PTA "Takes Action Network" and National PTA "Action Alerts"

\*Respond to legislative action requested by Montana PTA.

\*Encourage local members to join the National PTA "Takes Action Network" and National PTA "Action Alerts" and to respond to legislative action.

\*Establish a Legislative Committee.

\*Attend local school board meetings.

\*Keep local members informed on local, state and national issues.

\*Develop a phone tree or email list, for your PTA/PTSA.

\*Keep a file or a binder of pertinent information.

\*Become acquainted with legislators and local officials. [www.mt.gov](http://www.mt.gov)