



## Local PTSA Reflections Chair Description

The Reflections program is a national arts program administered by the national PTA. As a PTA Reflections chair, you will be taking the step to bring this program to your school to let each and every child have the opportunity to explore and be involved in the arts.

Reflections Chair Responsibilities: You will be responsible for the following tasks to make the program successful:

- Oversee the committee's planning and implementation of the program at your school.
- Register your PTA online.
- Promote the Reflections and program to local students, teachers, parents, and the community as a whole thru flyers and weekly online newsletters.
- Establish a program timeline; when do you plan on passing out the flyers to students, when will art work deadline for submittal be due among other dates.
- Recruit other committee members, Reflections judges, and volunteers as needed.
- Distribute and answer questions about the rules, deadlines, and student entry forms.
- Collect student entries and verify they meet all eligibility requirements.
- Coordinate the local judging process.
- Host recognition activities for participants and winners.
- Return entries to students.
- Evaluate the process at the end of the year and make recommendations for improvements.

Skills: Ability to lead a program from start to finish. Ability to enter data into the computer. Critical thinking skills to judge if entries meet set criteria or not. Ability to handle deadlines. Good communication skills via email to keep parents apprised of deadlines, next steps and final results. Fluent English speaking skills is not a requirement.

Time Commitment: 10-15 hours for month of September, November, December. 5 hours in January. Some of the work can be accomplished outside of school hours. The committee work for Reflections starts in September and ends by January 20<sup>th</sup>.

### School Reflections program volunteers

As with any committee, the program will run smoothly if you are able to recruit volunteers to assist you. Having a co-chair also helps spread out the responsibilities. These volunteers can help you hand out applications, process artwork on due date, hang artwork, judge artwork. These volunteers do not need English proficiency just a willingness to be a team.

### Council Reflections Program Volunteers

The local PTSA Reflections programs funnel to the council level in December. As per the council recommendations; Up to 25 entries from each school are allowed to be submitted not including special artist category. The council judges the entries in the 6 categories and displays the entries at a set location for up to a week. At the end of that time, the winning entries are awarded certificates and these entries are moved onto State competition. Volunteers are need to assist with more than 500 entries that are submitted and judged.

- Assist with implementation of the Reflections program at the council level.
- Help plan the award program and other programs associated with the council reflections.
- Help with incoming artwork on deadline day.
- Help hang art for week display
- Assist with the award program for all schools entries.