

## **STANDARDS FOR AND DUTIES OF THE AzPTA DISTRICT REPRESENTATIVES**

The AzPTA District Representatives shall:

1. Serve as a member of the Chapter Executive Board.
2. Chair four "Town Hall" meetings each year serving all members of the respective District and call additional meetings as requested.
3. Abide by the AzPTA Chapter Bylaws.
4. Serve as an official liaison between the District and the Chapter.
5. Keep District membership apprised of all current information, including new officers and bylaw changes.
6. Serve as a member of task forces and board liaisons to committees as assigned by the President.
7. Submit written reports in APTAN at least annually.
8. Send out meeting notices to District members with the assistance of the Executive Director
9. Communicate with the Nominating Committee and the President to recruit candidates for offices, task forces, and committees.
10. Attend at least 75% of the combined Executive Board meetings
11. Attend at least 50% of the scheduled Membership Business meeting annually.
12. Attend the annual Leadership Development Workshop.
13. Serve on the Membership Committee.
14. Submit written reports if unable to attend Membership Business meetings and a year-end report by November 25.