



SOUTH DAKOTA PTA REFLECTIONS CHAIR

- a. Attend and participate in South Dakota PTA annual conventions and meetings of the South Dakota PTA Board of Directors and Executive Committee and provide a report
- b. Prepare and provide Reflections materials for SD PTA Leadership Trainings
- c. Prepare and provide Reflections materials for SD PTA website
- d. Communicate to unit and council Reflections chairs through SD Reflections FaceBook page and SD Reflections email account (southdakotareflections@gmail.com)
- e. Attend National PTA Reflections trainings online and be the contact person for South Dakota PTA Reflections
- f. Support local PTA units in promoting and operating their unit Reflections program
- g. Promote annual Reflections Theme search and submit entries to National PTA in the fall
- h. Reflections Program
 - a. Deadlines for Reflections artwork
 - i. Receive all artwork by first Thursday in January
 - ii. Mail artwork to councils for judging within one week
 - iii. All state judged artwork returned to state Reflections Chair by end of January
 - b. Receive, record and disburse Reflections artwork for state judging
 - c. Receive judged artwork and update convention bulletin with results
 - d. Notify state winners with an invitation to the state PTA Reflections Awards Ceremony at state convention (mid-February)
 - e. One week after state winner letters are mailed, update bulletin with state winners and disburse electronically to all PTA units (state PTA office can disburse by March 1)

- f. Upload State Award of Excellence winners to National PTA by March 1
- g. Manage list of RSVP's for state PTA Reflections Awards Ceremony at state convention (communicate with convention chairperson on how many attendees for luncheon)
- h. Order awards for state winners
- i. Print award bulletin for Reflections Award Ceremony at state convention
- j. Update/create PowerPoint presentation with Reflections Award Ceremony student attendees only (if the student will not be at the award ceremony, do not include them in the PowerPoint)
- k. Set up artwork for display at the state PTA convention
- l. Host Reflections Award ceremony during luncheon at state convention
- m. Compile and return all student artwork to units for pick up at the Awards Ceremony
- i. National PTA announces national winners around May 1
- j. Submit press release on National PTA Reflections winners to hometown medias of National winners