

# Healthy Lifestyles Quick Start Guide

## Job Description

Establishing a healthy lifestyles committee on your board, providing access to training and resources and addressing the critical nutrition and physical activity needs of Texas children and their families.

## Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Create a Healthy Lifestyles Team. Include your Principal, Local PTA President, PE Department, Cafeteria Manager, Garden Director and parents
- Attend your District's SHAC meetings and know your District's Wellness Policy (found on school website.)
- Join your school's Campus Improvement Committee to provide a school health perspective
- Assess your school's needs via surveys and SHAC meetings, plus feedback from school faculty, staff and administration, local PTA leaders, parents and students
- Learn about Coordinated School Health—visit the CDC website
- Create opportunities for parent engagement and education that fit your local needs, utilizing local assets (parents, businesses, local non-profits) as well as State and National PTA resources (*Ready, Set, Achieve!*)
- Ensure that your school receives recognition: apply for the Local PTA Healthy Lifestyles Award
- Be a positive force of collaboration, information and support in your school
- Advocate for PTA positions and current legislation
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA

## Important Dates

|            |   |
|------------|---|
| June       | National PTA Convention   |
| July       | Summer Leadership Seminar   |
| July       | Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)         |
| October 15 | Fall Membership Reporting   |
| February   | Rally Day at the Capitol (Odd-numbered years)   |
| February   | Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)                |
| March 15   | Spring Membership Reporting   |
| May 15     | Deadline for Local PTA Healthy Lifestyles Achievement Award submission to Texas PTA (online only) |

## Resources

Texas PTA Healthy Lifestyles Resource Guide  
Texas PTA website  
National PTA website

Available for purchase or free download at [www.txpta.org](http://www.txpta.org)  
[www.txpta.org](http://www.txpta.org)  
[www.pta.org](http://www.pta.org)

## Contacts

Texas PTA  
Texas PTA Programs Department  
Texas PTA Healthy Lifestyles Chair

1-800-TALK-PTA  
[programs@txpta.org](mailto:programs@txpta.org)  
[healthylifestyleschair@txpta.org](mailto:healthylifestyleschair@txpta.org)

