

# Job Descriptions for the Board of Directors

Each Serving a Two-Year Term: 2019-2021



These job descriptions are meant to inform potential officers in determining whether a position on the WSPTA board of directors is something they would like to pursue.

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# Table of Contents

|  |    |
|--|----|
| Executive Committee .....                    | 2  |
| President .....                              | 2  |
| Vice President .....                         | 3  |
| Secretary .....                              | 4  |
| Finance Officer .....                        | 5  |
| Executive Committee .....                    | 6  |
| State Directors .....                        | 7  |
| Advocacy Director .....                      | 7  |
| Family & Community Engagement Director ..... | 9  |
| Leadership Director.....                     | 10 |
| Membership Director.....                     | 11 |
| Program Director .....                       | 13 |
| Area Vice Presidents .....                   | 14 |

# Executive Committee

## President

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### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served on the WSPTA board of directors for at least two years.

### *Basic Functions*

Serves as chief elected officer, representing the entire membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of other officers, board members, committee members, and the membership-at-large. Influences the establishment of objectives during term of office for the accomplishment of the long-range goals of the association. Acts as spokesperson and inspirational leader and takes an important part in monitoring and evaluating organizational performance and effectiveness. Serves as ex-officio member of all association committees and task forces except the nominating committee. Works in partnership with the executive director.

### *Duties, Responsibilities, and Authority*

Consistent with the *Articles of Incorporation, WSPTA Uniform Bylaws, WSPTA Strategic Plan, WSPTA Policy Manual, and WSPTA Board of Directors Handbook*, the president:

- Attends, and presides at, all meetings of the board of directors and executive committee; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Coordinates agenda material with the executive director.
- In concert with the executive director, sees that the board of directors and executive committee are kept informed on the conditions and operations of the association.
- Works with the executive director in seeing that basic policies and programs designed to further the mission goals of the association are planned, formulated, and presented to the executive committee and the board of directors.
- Delegates responsibilities to board of directors' members; appoints chairs of association committees (with approval of executive committee); outlines the purpose and duties of committees; and, monitors progress of association programs, projects, activities, and committees.
- Serves as an ex-officio member of all committees except the nominating committee.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Promotes interest and active participation in the association on the part of the membership and reports activities of the board and the association to members and others by means of letters, publications, speeches and personal contact and visibility.
- Represents the association at meetings of the National PTA and other organizations. Appoints members to represent WSPTA as delegates at National PTA events as needed.
- Acts as spokesperson for the association to the press, legislative bodies, and other organizations, and actively pursues productive partnerships and relationships.
- Provides written and oral reports to the board.

### *Relationships*

- Responsible to the board of directors and to the membership for seeing that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.

## **Vice President**

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### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served on the WSPTA board of directors for at least two years.

### *Basic Functions*

Serves as an elected officer representing the entire membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of other officers, board members, and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness.

### *Duties, Responsibilities and Authority*

Consistent with the *Articles of Incorporation*, *WSPTA Uniform Bylaws*, *WSPTA Strategic Plan*, *WSPTA Policy Manual*, and *WSPTA Board of Directors Handbook*, the vice president:

- Attends all meetings of the board of directors and executive committee; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board.
- Acts as a support mentor to other board members as assigned by the president.
- Acts as an assistant to the president.
- Performs the duties of the president in the absence or inability of that officer to serve.
- Coordinates the Standards of Affiliation agreement, including all updates, resources, and the communication plan.
- Assigns PTA and the Law presenters as needed.
- Coordinates the region conference and training schedule.
- Provides oversight and assistance for the Growth & Development committee and chair as needed.
- Serves as the association's major link to and resource for National PTA programs.

### *Relationships*

- Responsible to the board of directors and to the membership for seeing that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.

## **Secretary**

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### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served on the WSPTA board of directors for at least one year or as a local PTA or council officer for at least three separate years.

### *Basic Functions*

Serves as an elected officer representing the entire membership and the best interests of the association. Maintains open communication and exercises personal leadership in the motivation of other officers, board members, and the membership-at-large. Participates in monitoring and evaluating organizational performance and effectiveness.

### *Duties, Responsibilities and Authority*

Consistent with the *Articles of Incorporation, WSPTA Uniform Bylaws, WSPTA Strategic Plan, WSPTA Policy Manual, and WSPTA Board of Directors Handbook*, the secretary:

- Attends all meetings of the board of directors and executive committee; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board.
- Acts as a support mentor to other board members as assigned by the president.
- Keeps accurate minutes of executive committee, board of directors', convention, and legislative assembly meetings.
- Sends minutes of board of directors', convention and legislative assembly meetings to the minutes committee for approval within ten (10) days of adjournment of the meeting or conference. Upon approval, minutes are sent to the WSPTA office for preparation and appropriate distribution. Executive session meeting minutes are approved by the minutes committee, copied and distributed by the secretary at the next executive session meeting.

Executive committee meeting minutes are copied and distributed by the secretary at the next executive committee meeting.

- Prepares a board meeting summary for the website.
- Works with the president and staff to produce the board meeting packet.
- Creates and updates the spreadsheet to track region directors, service delivery team members, state committee chairs, and state committee members.
- Chairs the policy committee in collaboration with the president.
- Concludes term of office by providing copies of executive session meeting minutes, signed and sealed in dated envelope to the WSPTA office for storage in permanent record files with a second copy given to the current president.

### *Relationships*

- Responsible to the board of directors and to the membership for ensuring that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.

## **Finance Officer**

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### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served on the WSPTA board of directors for at least one year or as a local PTA or council officer for at least three separate years.

### *Basic Functions*

Serves as chief elected financial officer, representing the entire membership and the best interests of the association. Maintains open communication and exercises personal leadership in the motivation of other officers, board members, and the membership at-large. Participates in monitoring and evaluating organizational performance and effectiveness. Works in partnership with the executive director.

### *Duties, Responsibilities, and Authority*

Consistent with the *Articles of Incorporation*, *WSPTA Uniform Bylaws*, *WSPTA Strategic Plan*, *WSPTA Policy Manual*, and *WSPTA Board of Directors Handbook*, the finance officer:

- Attends all meetings of the board of directors and executive committee; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.

- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board.
- Acts as a support mentor to other board members as assigned by the president.
- Serves as chair and attends committee meetings of the corporate finance committee (CFC).
- Reviews and updates all finance/treasurer handbooks, publications, resources, and trainings as requested by the leadership director and/or president.
- Responsible for the creation of finance-related communication content for *Leadership News*, social media, *Membership News*, and any other communication channels. Responsible for providing input on updating content area webpages. Works with communications and staff.
- Serves as WSPTA's whistleblower compliance officer.
- Reviews financial information and provides monthly financial reports to the board of directors.
- In collaboration with the executive director, corporate finance officer (CFO), and CFC, submits for adoption a proposed budget to the pre-convention meeting of the board of directors. Re-evaluates the budget as needed.
- Signs association checks in the event the executive director or president are unable to perform this duty.
- Tracks board volunteer hours and contribution requirements
- Approves all expense reimbursements for payment.

### *Relationships*

- Responsible to the board of directors and to the membership for ensuring that programs and policies of the association reflect the needs of the association.
- Consults regularly with the executive committee, executive director, CFO, and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the corporate finance committee.
- Consults with the executive director and CFO on all matters pertaining to association finances, law, and policies.

## Executive Committee

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This description is an expanded list based on the *WSPTA Policy Manual*, section 5.4.6.

1. The composition of the executive committee is defined in the *WSPTA Uniform Bylaws*.
2. The president chairs the executive committee.
3. The duties of the executive committee are as follows:
  - a. Function as a committee on state and local relationships as required in the *WSPTA Uniform Bylaws*. This includes the requirement to review, recommend action, and report to the WSPTA board of directors any alleged violations by local PTAs or councils as prescribed in the *WSPTA Uniform Bylaws*.
  - b. Manage the evaluation process for the performance of the executive director, with input from the members of the WSPTA board of directors, as required in the *WSPTA Uniform Bylaws*.
  - c. Approve appointments of region directors.

- d. Approve appointments of committee and task force chairs, WSPTA representatives to other associations and agencies, and other positions as stated in these policies.
- e. Approve local PTA applications for affiliation.
- f. Approve advocacy topics, with annual approval by the board of directors.
- g. Prepare agendas for meetings of the board of directors.
- h. Recommend actions to the board of directors.
- i. Conduct the business of the association between meetings of the WSPTA board of directors.
- j. Communicate with the WSPTA board of directors about actions being taken between meetings.
- k. Review/approve leadership presentations for alignment with the WSPTA vision, mission, goals, and WSPTA governance documents.
- l. Develop a mentoring system for the individual members of the board of directors as needed.
- m. Work with the area vice presidents and the leadership director to develop and schedule appropriate region director training(s).
- n. Work with the leadership director to develop the timeline and process to update *PTA and the Law* materials and training for the presenters.
- o. Perform other duties as specified in the bylaws or as assigned by the board of directors.

## State Directors

### Advocacy Director

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#### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served at least one year on the WSPTA board of directors or at least one year on the respective WSPTA Advocacy, FACE, Leadership, Membership or Programs Committee or as a local PTA or council officer for two separate PTA fiscal years.

#### *Basic Functions*

Serves as an elected member of the board of directors representing the entire membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of board members and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness.

#### *Duties, Responsibilities and Authority*

Consistent with the *Articles of Incorporation*, *WSPTA Uniform Bylaws*, *WSPTA Strategic Plan*, *WSPTA Policy Manual*, and *WSPTA Board of Directors Handbook*, the advocacy director:

- Attends all meetings of the board of directors; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.



- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board and as requested by the president. Provides information for the annual report as requested.
- Collaborates with all state directors.
- Reviews and updates all advocacy handbooks, publications, resources, and trainings as requested by the leadership director and/or president.
- Responsible for the creation of advocacy-related communication content for *Leadership News*, social media, *Membership News*, and any other communication channels. Responsible for providing input on updating content area webpages. Works with communications and staff.
- Serves as chair of the advocacy committee. Sets meeting schedule and agenda for and attends all meetings of the advocacy committee. Communicates regularly and works directly with region directors, region advocacy chairs (RACs) and service delivery teams regarding legislative and advocacy resources and opportunities.
- Coordinates legislative assembly in collaboration with the president and staff.
- Coordinates Focus Day, Advocacy Week, or other grassroots event in collaboration with the president and staff.
- Works cooperatively with the resolutions committee.
- Plans legislative and advocacy strategies that meet the identified needs of local PTAs and councils.
- Collaborates with the leadership director on the implementation of a training/education program focused on identifying and meeting the advocacy, legislative, regulatory, and public policy needs of local PTAs and councils.
- Acts as a resource to the board of directors on matters that affect the advocacy activities of local PTAs and councils.
- Prepares an annual report to the convention on the achievements of local PTAs and councils' advocacy efforts.
- Attends the National PTA Legislative Training as requested by the president.
- Serves as the board of directors' voting delegate to legislative assembly.

### *Relationships*

- Responsible to the board of directors and to the membership for seeing that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the advocacy committee.
- Consults regularly with the legislative consultant in coordination with the executive director.

## Family & Community Engagement Director

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### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served at least one year on the WSPTA board of directors or at least one year on the respective WSPTA Advocacy, FACE, Leadership, Membership or Programs Committee or as a local PTA or council officer for two separate PTA fiscal years.

### *Basic Functions*

Serves as an elected member of the board of directors representing the entire membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of board members and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness.

### *Duties, Responsibilities, and Authority*

Consistent with the *Articles of Incorporation*, *WSPTA Uniform Bylaws*, *WSPTA Strategic Plan*, *WSPTA Policy Manual*, and *WSPTA Board of Directors Handbook*, the family and community engagement director:

- Attends all meetings of the board of directors; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board and as requested by the president. Provides information for the annual report as requested.
- Collaborates with all state directors.
- Reviews and updates all family and community engagement handbooks, publications, resources, and trainings as requested by the leadership director and/or president.
- Responsible for the creation of FACE-related communication content for *Leadership News*, social media, *Membership News*, and any other communication channels. Responsible for providing input on updating content area webpages. Works with communications and staff.
- Serves as chair of the family and community engagement committee. Sets meeting schedule and agenda for and attends all meetings of the family and community engagement committee. Communicates regularly and works directly with region directors and service delivery teams regarding family and community engagement.
- Incorporates regional perspectives into the broad vision required in work performed.
- Promotes programs to attract and increase inclusiveness and family and community engagement in our communities.

- Identifies successful family and community engagement practices and communicates those practices to local PTAs/councils/regions.
- Acts as a resource to local PTAs, councils and regions on the topic of family and community engagement.

### *Relationships*

- Responsible to the board of directors and to the membership for ensuring that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the FACE committee.

## **Leadership Director**

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### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served at least one year on the WSPTA board of directors or at least one year on the respective WSPTA Advocacy, FACE, Leadership, Membership or Programs Committee or as a local PTA or council officer for two separate PTA fiscal years.

### *Basic Functions*

Serves as an elected member of the board of directors representing the entire membership and the best interests of the association. Maintains open communication and exercises personal leadership in the motivation of board members and the membership-at-large. Participates in monitoring and evaluating organizational performance and effectiveness.

### *Duties, Responsibilities and Authority*

Consistent with the *Articles of Incorporation*, *WSPTA Uniform Bylaws*, *WSPTA Strategic Plan*, *WSPTA Policy Manual*, and *WSPTA Board of Directors Handbook*, the leadership director:

- Attends all meetings of the board of directors; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board and as requested by the president. Provides information for the annual report as requested.
- Collaborates with all state directors.

- Serves as chair of the leadership committee. Sets meeting schedule and agenda for and attends all meetings of the leadership committee. Communicates regularly and works directly with region directors and service delivery teams regarding leadership resources and opportunities.
- Coordinates the leadership conference in concert with the executive committee.
- Coordinates classes and other leadership development opportunities for convention.
- Helps develop, review, and update leadership handbooks, resources, handouts, and presentations.
- Coordinates update of all board, state director, region director, and committee handbooks as requested by the president.
- Coordinates board professional development and training in collaboration with the president.
- Coordinates PTA and the Law updates (presentation, handbook, and handouts) in collaboration with the executive committee.
- Plans and executes state-wide webinars as needed.
- Assists with education for region director and service delivery training in concert with the vice president.
- Explores and implements, as warranted, innovative education opportunities.

### *Relationships*

- Responsible to the board of directors and to the membership for ensuring that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the leadership committee.

## **Membership Director**

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### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served at least one year on the WSPTA board of directors or at least one year on the respective WSPTA Advocacy, FACE, Leadership, Membership or Programs Committee or as a local PTA or council officer for two separate PTA fiscal years.

### *Basic Functions*

Serves as an elected member of the board of directors representing the entire membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of board members and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness.

### *Duties, Responsibilities and Authority*

Consistent with the *Articles of Incorporation*, *WSPTA Uniform Bylaws*, *WSPTA Strategic Plan*, *WSPTA Policy Manual*, and *WSPTA Board of Directors Handbook*, the membership director:

- Attends all meetings of the board of directors; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board and as requested by the president. Provides information for the annual report as requested.
- Collaborates with all state directors.
- Reviews and updates all membership handbooks, publications, resources, and trainings as requested by the leadership director and/or president.
- Responsible for the creation of membership-related communication content for *Leadership News*, social media, *Membership News*, and any other communication channels. Responsible for providing input on updating content area webpages. Works with communications and staff.
- Serves as chair of the membership committee. Sets meeting schedule and agenda for and attends all meetings of the membership committee. Communicates regularly and works directly with region directors and service delivery teams regarding membership updates, resources, and opportunities.
- Works with the president to set a statewide membership goal.
- Works with staff, communications, and the president to select a membership theme/logo and membership contest(s).
- Works with staff to implement the membership awards program.
- Develops strategies for membership recruitment and retention.
- Identifies statewide membership trends and areas of growth and aligns tasks to meet the strategic plan.
- Identifies successful practices in PTAs with high membership and communicates those practices to local PTAs/councils.
- Develops and implements membership marketing strategies in concert with the executive director and the board of directors.
- Is a resource to local PTAs, councils and regions regarding all aspects of membership.

### *Relationships*

- Responsible to the board of directors and to the membership for seeing that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the membership committee.

## Program Director

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### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Shall have served at least one year on the WSPTA board of directors or at least one year on the respective WSPTA Advocacy, FACE, Leadership, Membership or Programs Committee or as a local PTA or council officer for two separate PTA fiscal years.

### *Basic Functions*

Serves as an elected member of the board of directors representing the entire membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of board members and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness.

### *Duties, Responsibilities, and Authority*

Consistent with the *Articles of Incorporation, WSPTA Uniform Bylaws, WSPTA Strategic Plan, WSPTA Policy Manual, and WSPTA Board of Directors Handbook*, the program director:

- Attends all meetings of the board of directors; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board and as requested by the president. Provides information for the annual report as requested.
- Collaborates with all state directors.
- Reviews and updates all program handbooks, publications, resources, and trainings as requested by the leadership director and/or president.
- Responsible for the creation of programs-related communication content for *Leadership News*, social media, *Membership News*, and any other communication channels. Works with communications and staff.
- Serves as chair of the program committee. Sets meeting schedule and agenda for and attends all meetings of the program committee. Communicates regularly and works directly with region directors and service delivery teams regarding program updates, resources, and opportunities.
- Serves as primary facilitator to, coordinator of, and catalyst for the programs of the association.
- Oversees the WSPTA Reflections program in collaboration with the committee chair(s).
- Oversees the Local PTA and Council Awards of Excellence program and oversees each award committee chair.
- Oversees the Leadership Academy program and requirements in collaboration with the committee chair.

- Oversees the PTA Men's Essay contest in collaboration with the committee chair.
- Oversees the Game Development Competition in collaboration with the committee chair.
- Oversees the individual awards program (e.g. Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate, etc.) in collaboration with the president and staff.
- Encourages and reviews proposals for new programs in cooperation with the president and executive director.
- Acts as a resource to the association on issues that affect programs in service delivery teams, local PTAs and councils.
- Coordinates the recognition area at convention and other WSPTA events where WSPTA programs are promoted.
- Coordinates, with the president and staff, a student recognition where all student programs may be celebrated.

### *Relationships*

- Responsible to the board of directors and to the membership for seeing that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the program committee.

## Area Vice Presidents

### *Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- ✓ Must be a member of a local PTA.
- ✓ Must reside within the geographic area to be represented.
- ✓ Shall have served on the WSPTA board of directors for at least one year, or as a region director for at least one year, or as a council president for two years, or on a service delivery team for two years.

### *Basic Functions*

Serves, from a governance perspective, as an elected officer on the WSPTA board of directors representing the membership of a specific geographic area and the best interests of the association. Maintains open communication and exercises personal leadership in the motivation of other officers, board members and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness. Mentors and supports region directors within their designated area.

### *Duties, Responsibilities, and Authority*

Consistent with the *Articles of Incorporation*, *WSPTA Uniform Bylaws*, *WSPTA Strategic Plan*, *WSPTA Policy Manual*, and *WSPTA Board of Directors Handbook*, the area vice president:

- Attends all meetings of the board of directors; as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.



- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Represents the members in their respective geographic areas to the WSPTA board of directors. Provides written and oral reports to the board of directors and as requested by the president. Provides information for the annual report as requested.
- Supports, mentors, and strengthens the work of the region directors and service delivery teams in their areas.
- Appoints region directors in their areas with approval of the executive committee.
- As requested by the president, serves as the acting region director for region(s) within their area that do not have a region director. Will continue to actively recruit a region director during that time.
- May withdraw a region director appointment, in consultation with the executive committee, if needed.
- Approves appointments of service delivery team members in their areas (acting region directors need executive committee approval of service delivery team members).
- Provides input to the region directors in the development of:
  - Region goals for membership, training, leadership development, etc.
  - Region plan of action, including a calendar of training and other events.
  - Region budgets, for the main purpose of providing service to local PTAs and councils within the region.
- Coordinates and implements leadership education and resources for region directors and service delivery teams in conjunction with the WSPTA vice president and the leadership director.
- Assists and ensures that region directors are actively working to help local PTAs meet all membership requirements.
- Assists and ensures that region directors are actively working to support struggling local PTAs and councils.
- Has access to the membership database system for their respective regions. Only area vice presidents who serve as acting region directors may use this data to contact local PTA and council leaders to provide service, personal outreach, reminders about programs/trainings/events, recognition, and other timely information. Area vice presidents who are not serving as acting region directors shall only use this data for informational purposes and not circumvent the region director by contacting local PTA and council leaders directly unless requested by the region director.

### *Relationships*

- Responsible to the board of directors and to the membership for seeing that programs and policies of the association reflect the needs of the membership.



- Consults regularly with the executive committee, executive director, and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with respective region directors.

#### *Areas Served*

- Area A Vice President, serving regions 1 & 6
- Area B Vice President, serving regions 2 & 5
- Area C Vice President, serving regions 9 & 10
- Area D Vice President, serving regions 3, 4, 11, and 12
- Area E Vice President, serving regions 7, 8, and 15