

WSPTA Board of Director Job Summaries

President
Vice President
Secretary
Finance Officer
Leadership Director
Legislative Director
Membership Director
Program Director
Region Directors

PRESIDENT

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

Within the limits of the articles of incorporation, uniform bylaws, and policies, the president:

1. Attends and presides at all meetings of the Board of Directors, Executive Committee, Convention, Board Retreat, Board education workshops, Leadership Retreat, and Legislative Assembly. Coordinates agenda material with the Executive Director.
2. 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.
3. 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.
4. Delegates responsibilities to Board of Directors' members; appoints chairs of association committees (approval of Executive Committee); outlines the purpose and duties of committees; and, monitors progress of association programs, projects, activities, and committees.
5. Supports policies, programs, projects, and activities adopted by the Board of Directors and Committees.
6. 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.
7. Represents the association at meetings of the National PTA and other organizations.
8. Acts as spokesperson for the association to the press, legislative bodies, and other organizations, and actively pursues productive partnerships and relationships.
9. Provides written and oral reports to the Board and contributes to the *Child Advocate* magazine.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults regularly with the Executive Committee, Executive Director, and members of the WSPTA Board of Directors.

VICE PRESIDENT

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

Within the limits of the articles of incorporation, uniform bylaws, and policies, the vice president:

1. Attends all meetings of the Board of Directors, Executive Committee, Convention, Board Retreat, Board education workshops, Leadership Retreat, and Legislative Assembly.
2. Acts as an assistant to the president.
3. Performs the duties of the president in the absence or inability of that officer to serve.
4. Coordinates and implements leadership education to the Board of Directors.
5. Coordinates education for service delivery training to region directors.
6. Serves as the association's major link to and resource for National PTA programs.
7. Supports policies, programs, projects, and activities adopted by the Board of Directors and Committees.
8. Provides leadership education as requested and authorized.
9. Represents the association to other organizations as requested by the president.
10. Provides written and oral reports to the Board.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults regularly with the Executive Committee, Executive Director, and members of the WSPTA Board of Directors.

SECRETARY

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

Within the limits of the articles of incorporation, uniform bylaws, and policies, the secretary:

1. Attends all meetings of the Board of Directors, Executive Committee, Convention, Board Retreat, Board education workshops, Leadership Retreat, and Legislative Assembly.
2. Keeps accurate minutes of Executive Committee, Board of Directors', Convention, and Legislative Assembly meetings.
3. Sends minutes to State PTA office for preparation and appropriate distribution *within ten (10) days of adjournment of the meeting or conference*.
4. Supports policies, programs, projects, and activities adopted by the Board of Directors and Executive Committee.
5. Provides leadership education as requested and authorized.
6. Represents the association to other organizations as requested by the president.
7. Provides written and oral reports to the Board.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults regularly with the Executive Committee, Executive Director, and members of the WSPTA Board of Directors.

FINANCE OFFICER

Basic Functions

Serves as chief elected financial 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. Works in partnership with the executive director.

Duties, Responsibilities and Authority

Within the limits of the articles of incorporation, uniform bylaws, and policies, the finance officer:

1. Attends all meetings of the Board of Directors, Executive Committee, Convention, Board Retreat, Board education workshops, Leadership Retreat, and Legislative Assembly.
2. Serves as chairman of the Corporate Finance Committee.
3. Reviews all financial information and provides reports to the Board of Directors.
4. Submits, for adoption, a proposed budget to the pre-convention meeting of the Board of Directors.
5. Signs association checks in the event the executive director or president is unable to do so.
6. Supports policies, programs, projects, and activities adopted by the Board of Directors, Executive Committee, and Corporate Finance Committee.
7. Provides leadership education as requested and authorized.
8. Represents the association to other organizations as requested by the president.
9. Provides written and oral reports to the Board.

Relations hips

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults regularly with the Executive Committee, Executive Director, and members of the WSPTA Board of Directors.
3. Consults with the executive director on all matters pertaining to association finances, law, and policies.

LEADERSHIP DIRECTOR

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

Within the limits of the articles of incorporation, uniform bylaws, and policies, the leadership director:

1. Attends all meetings of the Board of Directors, Convention, Board Retreat, Board education workshops, Leadership Retreat and Legislative Assembly. Attends and chairs all meetings of the Leadership Committee.
2. Serves as chair of the Leadership and Convention Class Committees; coordinates Secondary Conference(s).
3. Coordinates the Leadership Retreat in concert with the Legislation Committee and the Executive Committee.
4. Helps develop, review, and update leadership resources.
5. Assists with education for service delivery training to region directors in concert with the vice president.
6. Explores and implements, as warranted, innovative education venues.
7. Oversees Leadership Academy requirements.
8. Supports policies, programs, projects, and activities adopted by the Board of Directors.
9. Provides leadership education as requested and authorized.
10. Represents the association to other organizations as requested by the president.
11. Provides written and oral reports to the Board.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults regularly with the Executive Committee, Executive Director, and members of the WSPTA Board of Directors.
3. Consults regularly with the Leadership Committee.

LEGISLATIVE DIRECTOR

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

Within the limits of the articles of incorporation, uniform bylaws, and policies, the legislative director:

1. Attends all meetings of the Board of Directors, Convention, Board Retreat, Board education workshops, Leadership Retreat and Legislative Assembly. Attends and chairs all meetings of the Legislative Committee.
2. Coordinates Legislative Assembly and Focus Day.
3. Serves as chair of the Legislation Committee.
4. Oversees the work of the Resolutions Committee.
5. Plans, coordinates, and assists with the implementation of legislative and advocacy strategies that meet the identified needs of local units and councils.
6. Is responsible for the implementation of a training/education program focused on identifying and meeting the legislative, regulatory, and public policy needs of local units and councils.
7. Communicates regularly and works directly with the region legislation chairs (RLCs).
8. Acts as a resource person to the Board of Directors on matters that affect the legislative activities of local units and councils.
9. Prepares an annual report to the Convention on the achievements of units' and councils' advocacy efforts.
10. Attends the National PTA Legislative Training. Coordinates the National PTA and the State PTA member-to-member communication networks.
11. Serves as the Board of Directors' voting delegate to Legislative Assembly.
12. Supports policies, programs, projects, and activities adopted by the Board of Directors.
13. Provides legislative education as requested and authorized.
14. Represents the association to other organizations as requested by the president.
15. Provides written and oral reports to the Board.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults regularly with the Executive Committee, Executive Director, and members of the WSPTA Board of Directors.
3. Consults regularly with the Legislation Committee.
4. Consults regularly with the government relations staff through the Executive Director.

MEMBERSHIP DIRECTOR

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

Within the limits of the articles of incorporation, uniform bylaws, and policies, the membership director:

1. Attends all meetings of the Board of Directors, Convention, Board Retreat, Board education workshops, Leadership Retreat and Legislative Assembly. Attends and chairs all meetings of the Membership Committee.
2. Should have a broad vision of all regions of the state.
3. Identifies trends throughout the state on membership numbers and areas of growth and aligns tasks to meet the strategic plan.
4. Identifies successful practices in PTAs with high membership and communicates those practices to local units/councils.
5. Develops and implements membership marketing strategies in concert with the Executive Director and the WSPTA Board of Directors.
6. Is a resource to local units, councils and regions.
7. Performs outreach to other professional organizations and other parent groups across the state as requested by the president.
8. Supports policies, programs, projects, and activities adopted by the Board of Directors.
9. Represents the association to other organizations as requested by the president.
10. Provides written and oral reports to the Board.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults regularly with the Executive Committee, Executive Director, and members of the WSPTA Board of Directors.
3. Consults regularly with the Membership Committee.

PROGRAM DIRECTOR

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

Within the limits of the articles of incorporation, uniform bylaws, and policies, the program director:

1. Attends all meetings of the Board of Directors, Convention, Board Retreat, Board education workshops, Leadership Retreat and Legislative Assembly. Attends and chairs all meetings of the Program Committee.
2. Serves as primary facilitator to, coordinator of, and catalyst for the programs of the association.
3. Oversees the WSPTA Reflections Program and the Awards program (with the exception of the Leadership Academy).
4. Encourages and reviews proposals for new programs in cooperation with the President and Executive Director.
5. Is a resource link to program chairs, councils and local units on information received by the state office.
6. Acts as a resource person to the Association on issues that affect programs in service delivery teams, local units and councils.
7. Coordinates and assists with Program Suite at Convention and other WSPTA resource fairs where WSPTA programs are promoted.
8. Conducts an end-of-year evaluation reflecting outcomes and value to action to be presented to the Board of Directors at the Summer Board Meeting.
9. Supports policies, programs, projects, and activities adopted by the Board of Directors.
10. Provides program education as requested and authorized.
11. Represents the association to other organizations as requested by the president.
12. Provides written and oral reports to the Board.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults regularly with the Executive Committee, Executive Director, and members of the WSPTA Board of Directors.
3. Consults regularly with the Program Committee.

REGION DIRECTOR

Basic Functions

Serves as an elected member of the Board of Directors representing the entire membership and the best interests of the association; coordinating delivery of association's programs/services within the region. 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

Within the limits of the articles of incorporation, uniform bylaws, and policies, the region director:

1. Attends all meetings of the Board of Directors, Convention, Board Retreat, Board education workshops, and the Service Delivery Conference.
2. Presides at the portion(s) of the region fall leadership conference(s) set aside for the election of a nominating committee and determines the method for the election of a region director.
3. Identifies and appoints (with the approval of the Executive Committee) service specialists after soliciting input from units and councils in the region. Notifies State PTA office of appointments.
4. Directs and coordinates the activities of service specialists.
5. Provides ongoing leadership education to service specialists.
6. Identifies and appoints the region legislation and membership chairs. Notifies State PTA office of appointment.
7. Helps plan and coordinate (with service specialists) region leadership education conferences for the delivery of the programs, products, and services of the association to local units and councils.
8. Provides an annual evaluation of the delivery of services within the region.
9. Has the primary, but not the sole, responsibility for the organization of new units and councils.
10. Supports policies, programs, projects, and activities adopted by the Board of Directors.
11. Provides leadership education as requested and authorized.
12. Represents the association to other organizations as requested by the president.
13. Provides written and oral reports to the Board.
14. Coordinates Service Delivery Team to provide services as needed throughout the year to local units and councils in region.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults, meets, and plans regularly with the service specialists, region legislation chairman, region membership chairman, and council presidents.
3. Consults regularly with the president, executive director, members of the Executive Committee, and the Board of Directors.