



## **WSPTA President**

*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 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 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, legislative assembly, and other state events.
- Oversees region director trainings, with main planning and execution of events falling to the vice president, area vice presidents and leadership director.
- Manages the staff and oversees the annual evaluation process per policies.
- Coordinates agenda material with the executive committee.
- Sees that the board of directors and executive committee are kept informed on the conditions and operations of the association.
- Works to see that basic policies and programs designed to further the mission and 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 association committees and task forces 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, blogs, and personal contact and visibility.
- Represents the association at meetings of the National PTA and other organizations. Appoints members to represent WSPTA as delegates to 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.
- Participates in National PTA NCAAC and state president meetings.
- Oversees compliance with WSPTA's compliance with National PTA's standards of affiliation.
- Works with parliamentarian to ensure that state meetings are run according to WSPTA bylaws, policies, and pertinent laws.
- Manage human resources and supervising other office staff.
- Oversee and manage outside contractors including lobbyist, parliamentarian, IT, landlord, and others to ensure the smooth operation of the office.
- Maintain employee handbook with input and support from the Executive Committee.
- Maintain staff member job descriptions with input from the Executive Committee.
- Perform annual staff performance reviews with input and support from the Executive Committee.
- Ensure that all human resource activities are aligned with best practices and are properly documented.
- Maintain employment records.
- Working with the Executive Committee, maintain office staff by recruiting, selecting, orienting, and training employees.

### *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 and members of the board of directors.
- Consults with WSPTA staff as needed.

- Consults with paid consultants as needed.



## Vice President

*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 in concert with the leadership director and area vice presidents.
- Provides support and assistance for the Growth & Development committee and chair as needed.

### *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 and members of the board of directors.
- Consults with WSPTA staff as needed.



## Secretary

### *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.

- Minutes are prepared and submitted in accordance with WSPTA policy.
- Prepares a board meeting summary for the website.
- Works with staff to coordinate board and region director housing as needed.
- 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.
- Seals and stores executive session meeting minutes in accordance with WSPTA policy.

### *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 and members of the board of directors.
- Consults with WSPTA staff as needed.



## Treasurer

### 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. Works in partnership with the staff members.

### 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 treasurer:

- Attends all meetings of the board of directors and executive committee, as well as convention, board retreat, board education workshops, leadership conference, legislative assembly and other WSPTA events as requested by the president.
- 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).
- Provides oversight for the resource development chair and committee, may serve as chair.
- Supports the reviews and updating of all finance/treasurer handbooks, publications, resources, and trainings as requested by the leadership director, communications chair, and/or president.
- Supports 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 committee and staff.
- Serves as WSPTA's whistleblower compliance officer.
- Performs weekly billing tasks.
- Manages staff payroll.
- Performs monthly reconciliations on bank and credit card accounts.
- Reviews financial information and provides monthly financial reports to the CFC and board of directors.
- In collaboration with the CFC, submits for adoption a proposed budget at the pre-convention meeting of the board of directors. Re-evaluates the budget as needed and submits a mid-year proposed budget revision at the winter meeting of the board of directors.
- Along with the president, is a signer on all banking and credit card accounts.
- Tracks board volunteer hours.
- Approves all expense reimbursements of volunteers for payment.
- Approves region and event budgets submitted by region directors.
- Meets annually with the WSPTA audit firm and presents results to the CFC and board.
- Receives updates on the association's investments from the investment adviser at least annually.

## 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 and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the corporate finance committee.



## Advocacy Director

*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 WSPTA advocacy committee or as a local PTA or council advocacy or legislative chair 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 a yearly committee plan of action to the board.
- 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, communications chair, 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 committee and staff.
- Serves as chair of the advocacy committee. Oversees the goals and outputs, of the advocacy committee, including the member submissions and the public-facing and archived WSPTA legislative policy platform materials, both short-term and long-term.
- Provides oversight for the resolutions chair and committee, is an ex officio member of the resolutions committee, and serves as the resolutions committee's liaison to the board of directors.
- Coordinates and facilitates testimony of members during the legislative session.
- Maintains database for state workgroups and child advocacy partnerships desiring WSPTA input.
- Participates in the planning of WSPTA Legislative Assembly, Focus Day, Advocacy Week, or other grassroots event in collaboration with the president and staff.
- Works with region directors and region advocacy chairs regarding advocacy strategies, training, and resources that meet the identified 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.
- May serve as federal legislative chair to oversee the federal-level advocacy activities of WSPTA in partnership with National PTA and coordinate WSPTA delegation at the National PTA Legislative Conference.

### *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 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.



## **Family & Community Engagement Director**

*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 WSPTA family and community engagement (FACE) committee or as a local PTA or council family and community engagement chair 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, region director retreat, board education workshops, leadership conference, fall 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 a yearly committee plan of action to the board.

- 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, communications chair, 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 committee 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 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.
- Oversees the WSPTA Diversity, Equity and Inclusion (DEI) Committee.
- 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 and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the FACE and DEI committees.



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## **Leadership Director**

*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 WSPTA leadership 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, region director retreat, board education workshops, leadership conference, fall 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 a yearly committee plan of action to the board.
- 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, area vice presidents, and service delivery teams regarding leadership resources and opportunities.
- Coordinates the statewide fall conference in concert with the executive committee or designees.
- Coordinates the leadership conference in concert with the executive committee or designees.
- Coordinates classes and other leadership development opportunities for all statewide training events.
- Helps develop, review, and update leadership handbook, 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 a statewide training plan and calendar each year.
- 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 and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the leadership committee.





## Membership Director

*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 WSPTA membership 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 a yearly committee plan of action to the board.
- 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.
- Participates with other state PTA membership leaders via National PTA's *State PTA Membership Facebook* page.
- Share National PTA membership materials with area vice president's, region directors, and local leaders.
- Attends National PTA membership meetings.
- Supports any *Zooming into Membership* events within Washington state, at the state or region level.

### *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 and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the membership committee.
- Consults regularly with National PTA membership representative.



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## **Program Director**

*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 WSPTA 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 a yearly committee plan of action to the board.
- 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 Service Award* program and requirements in collaboration with the committee chair.
- Oversees the *WSPTA Essay Contest* in collaboration with the committee chair.
- Encourages and reviews proposals for new programs in cooperation with the president.
- 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 event where all student programs may be celebrated.
- Coordinates, with programs committee to determine *Outstanding PTA of the Year* award recipient(s) for primary and secondary PTAs.

### *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 and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the program committee.



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## Field Service Director

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

- Must be a member of a local PTA.
- The two Field Service Directors shall reside in different WSPTA regions.
- The Field Service Directors will represent the members in their assigned regions to the WSPTA board of directors.

### Basic Functions

Serves, from a governance and leadership perspective, as an elected officer on the WSPTA board of directors representing the 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. Mentors and supports region directors, region service committees and the field service committee. Additionally, assist other board members when requested.

### 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 field service director:

- Attends all meetings of the board of directors, annual meeting, convention, board retreats, August Leadership Launch, board education workshops, leadership conference, and legislative assembly.
- In collaboration with other board members, the field service director will host region director calls to share information, provide skill development, and obtain two-way feedback. In addition, establish regular communication with respective region directors.
- Participates and assists in the leadership conference and region director retreats to demonstrate shared leadership.
- Presents at region service committee meetings, council trainings, region conferences and PTA and the Law trainings, as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and state PTA committees.

- 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 and responsible for other projects as assigned by the president.
- 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 region service committees.
- Recommends region director candidates to the executive committee. In the absence of a region director, will continue to actively recruit a region director during that time.
- Provides input to the region directors in the development of:
  - Region goals for membership, training, leadership development.
  - 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.
- Gathers and reviews Board Reports and Plans of Action from region directors.
- Coordinates and implements ongoing leadership education and resources for region directors, region service committees and field service committee in conjunction with the WSPTA vice president and the leadership director.
- Oversees and ensures that region directors are actively working to support struggling local PTAs and councils in meeting the criteria in the standards of affiliation agreement. Field service director may use the membership database per the WSPTA policy.
- Approves appointments of field service committee members.
- Delegates tasks and deploys field service committee members as regional needs arise.
- Develops, evaluates, and adjusts annual field service committee plan of work.
- Identifies and develops potential leaders to serve on state-wide committees.
- Provides oversight for the WSPTA field service committee and shall serve as the committee's liaison to the WSPTA board of directors. The field service directors may appoint a chair for the committee, with the executive committee's approval, or may chair the committee themselves.
- Shall be responsible for maintaining a WSPTA Field Service Committee Handbook with details that may facilitate the work of the committee and its members.

## Relationships

- Responsible to the board of directors and the membership for seeing that programs and policies of the association reflect the membership's needs.
- Works collaboratively with field service committee and other state committees.
- Consults regularly with the executive committee, members of the board of directors, region directors and the field service committee.
- In the event of conflicts and/or needing clarification between the field service director and a region director, the president or their designee would support the resolution of such conflict.
- Consults with WSPTA staff, as needed.