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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.