

# PENNSYLVANIA SCHOOL BOARDS ASSOCIATION

## DUTIES AND RESPONSIBILITIES OF ASSOCIATION OFFICERS

<b>Officer Position:</b>	<u>President-Elect</u>
<b>Term of Office:</b>	<u>One-year term: January 1 through December 31</u>
<b>Date of Last Update:</b>	<u>October 4, 2007</u>

Authority: PSBA Bylaws, Article III, Board of Directors, and Article IV, Officers, provides for the positions of association president, president-elect, first vice president, and a second vice president to serve as the governing officers of the Association. The following listing identifies the duties and responsibilities of this position as noted in PSBA's Bylaws, Policies, and traditional operating practices.

The president-elect shall:

1. Serve as a member of the PSBA Executive Committee, which also functions as the Budget and Finance Committee. (PSBA Bylaws, Article V, Section 1)
2. Perform duties and functions of the president in the event the president is unable to complete his/her duties. (Article IV, Section 5)
3. Serve as a member of the PSBA Platform Committee. (Article V, Section 4)
4. Serve as chairperson of the Building and Grounds Committee. (PSBA Bylaws, Article V, Section 3)
5. Serve as chairperson of the Legislative Action Council. (PSBA Policy #304)
6. Serve as a member of the boards of the PSBA Insurance Trust and School Claims Service LLC. (PSBA Policy #112, 701.1)
7. Serve as a member of the board of School Board Services LLC. (Limited Liability Company Operating Agreement of School Board Services LLC.)
8. Serve as a member of Board of Trustees, PSBA Legal Assistance Fund. (Trust Agreement, Article V, Sect. 5.01; PSBA Policy #720)
9. Attend the annual conference and other PSBA statewide programs.

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10. Serve as an official voting delegate to the NSBA Annual Convention. (PSBA Policy #804)
11. Serve as a voting delegate for PSBA at the Northeast Regional Meeting of NSBA. (PSBA Policy #802)
12. Attend the Leadership Conference and Federal Relations Network meeting of NSBA each year, and attend NSBA's State Presidents' Retreat. (PSBA Policy #801 & 803)
13. Recommend for appointment by the Board of Directors the NSBA minority delegate (authorized by NSBA Bylaws) to serve as an official voting delegate at the NSBA Delegate Assembly and non-voting member of the PSBA Board of Directors. (PSBA Policy #804)
14. At the request of the president, represent the Association in matters affecting the membership, other organizations and associations, and perform such other duties as may be deemed necessary and appropriate. (Article IV, Section 5)
15. Accurately portray the policies and positions of the Association as reflected by the adopted resolutions and legislative proposals of the Association's membership, the Board of Directors, and the Executive Committee of the Board. (Article IV, Section 5)