

PENNSYLVANIA SCHOOL BOARDS ASSOCIATION

DUTIES AND RESPONSIBILITIES
OF ASSOCIATION OFFICERS AND AT LARGE
REPRESENTATIVES

Officer Position:	<u>Vice President</u>
Term of Office:	<u>One-year term: January 1 through December 31</u>
Date of Last Update:	<u>January 25, 2013, effective January 1, 2014</u>

Authority: PSBA Bylaws, Article III, Governing Board and Article IV, Officers, provides for the positions of association president, president-elect, vice president, and treasurer 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 vice president shall:

1. Serve as a member of the PSBA Governing Board and the Board's Executive Committee, and attend all meetings thereof. (Article V, Section 1)
2. Serve as chairperson of the PSBA Platform Committee. (Article V, Section 4)
3. Serve as a member of the Legislative Action Council. (PSBA Policy #304)
4. Attend the annual conference and other PSBA statewide programs.
5. Attend the NSBA Annual Convention and serve as an official voting delegate at this convention. (PSBA Policy #804)
6. Attend the Northeast Regional meeting of NSBA as a non-voting delegate. (PSBA Policy #802)
7. Attend the Leadership Conference and Federal Relations Network meetings of NSBA each year. (PSBA Policy #801 & 803)
8. Assist regional directors in implementing the grass roots legislative action plan and provide officer support at the annual Legislative Action Council meeting. (PSBA Legislative Action Plan)
9. At the request of the president, represent the Association in matters affecting the membership, other organizations and association, and perform such other duties as may be deemed necessary and appropriate. (Article IV, Section 5)

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OF ASSOCIATION OFFICERS

Vice President

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10. Accurately portray the policies and positions of the Association as reflected by the adopted resolutions and legislative proposals of the Association's membership, the Governing Board, and the Executive Committee of the Board. (Article IV, Section 5)
11. Perform the duties and functions of the president in the event both the president and president-elect are unable to perform such duties and functions. (Article IV, Section V)