

PENNSYLVANIA SCHOOL BOARDS ASSOCIATION



DUTIES AND RESPONSIBILITIES OF ASSOCIATION OFFICERS

Officer Position:	<u>President-Elect</u>
Term of Office:	<u>One-year term: January 1 through December 31</u>
Date of Last Update:	<u>January 1, 2017</u>

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

1. Serve as a member of the PSBA Executive 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 7)
3. Serve as a member of the PSBA Platform Committee. (Article V, Section 3)
4. Serve as a member of the board of School Services Corporation (Limited Liability Company Operating Agreement of School Board Services LLC.)
5. Attend the annual conference and other PSBA statewide programs, as requested.
6. Serve as an official voting delegate to the NSBA Annual Convention. (PSBA Policy #801).
7. Attend the Leadership Conference and Advocacy Institute meeting of NSBA each year, and attend NSBA's State Presidents' Retreat. (PSBA Policy #801).
8. 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 7).

9. 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 7).