



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.