



everychild.one voice.[®]

Field Service Director

Qualifications (per *WSPTA Uniform Bylaws Article 7, Section 3*)

- Must be a member of a local PTA.
- The two Field Service Directors shall reside in different WSPTA regions.
- The Field Service Directors will represent the members in their assigned regions to the WSPTA board of directors.

Basic Functions

Serves, from a governance and leadership perspective, as an elected officer on the WSPTA board of directors representing the membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of other officers, board members, and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness. Mentors and supports region directors, region service committees and the field service committee. Additionally, assist other board members when requested.

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 field service director:

- Attends all meetings of the board of directors, annual meeting, convention, board retreats, August Leadership Launch, board education workshops, leadership conference, and legislative assembly.
- In collaboration with other board members, the field service director will host region director calls to share information, provide skill development, and obtain two-way feedback. In addition, establish regular communication with respective region directors.
- Participates and assists in the leadership conference and region director retreats to demonstrate shared leadership.
- Presents at region service committee meetings, council trainings, region conferences and PTA and the Law trainings, as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and state PTA committees.

- 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 and responsible for other projects as assigned by the president.
- Provides written and oral reports to the board of directors and as requested by the president. Provides information for the annual report as requested.
- Supports, mentors, and strengthens the work of the region directors and region service committees.
- Recommends region director candidates to the executive committee. In the absence of a region director, will continue to actively recruit a region director during that time.
- Provides input to the region directors in the development of:
 - Region goals for membership, training, leadership development.
 - Region plan of action, including a calendar of training and other events.
 - Region budgets, for the main purpose of providing service to local PTAs and councils within the region.
- Gathers and reviews Board Reports and Plans of Action from region directors.
- Coordinates and implements ongoing leadership education and resources for region directors, region service committees and field service committee in conjunction with the WSPTA vice president and the leadership director.
- Oversees and ensures that region directors are actively working to support struggling local PTAs and councils in meeting the criteria in the standards of affiliation agreement. Field service director may use the membership database per the WSPTA policy.
- Approves appointments of field service committee members.
- Delegates tasks and deploys field service committee members as regional needs arise.
- Develops, evaluates, and adjusts annual field service committee plan of work.
- Identifies and develops potential leaders to serve on state-wide committees.
- Provides oversight for the WSPTA field service committee and shall serve as the committee's liaison to the WSPTA board of directors. The field service directors may appoint a chair for the committee, with the executive committee's approval, or may chair the committee themselves.
- Shall be responsible for maintaining a WSPTA Field Service Committee Handbook with details that may facilitate the work of the committee and its members.

Relationships

- Responsible to the board of directors and the membership for seeing that programs and policies of the association reflect the membership's needs.
- Works collaboratively with field service committee and other state committees.
- Consults regularly with the executive committee, members of the board of directors, region directors and the field service committee.
- In the event of conflicts and/or needing clarification between the field service director and a region director, the president or their designee would support the resolution of such conflict.
- Consults with WSPTA staff, as needed.