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## **Leadership 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 leadership committee or as a local PTA or council officer 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 and exercises personal leadership in the motivation of board members and the membership-at-large. Participates 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 leadership 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.

- Serves as chair of the leadership committee. Sets meeting schedule and agenda for and attends all meetings of the leadership committee. Communicates regularly and works directly with region directors, area vice presidents, and service delivery teams regarding leadership resources and opportunities.
- Coordinates the statewide fall conference in concert with the executive committee or designees.
- Coordinates the leadership conference in concert with the executive committee or designees.
- Coordinates classes and other leadership development opportunities for all statewide training events.
- Helps develop, review, and update leadership handbook, resources, handouts, and presentations.
- Coordinates update of all board, state director, region director, and committee handbooks as requested by the president.
- Coordinates board professional development and training in collaboration with the president.
- Coordinates *PTA and the Law* updates (presentation, handbook, and handouts) in collaboration with the executive committee.
- Plans and executes a statewide training plan and calendar each year.
- Assists with education for region director and service delivery training in concert with the vice president.
- Explores and implements, as warranted, innovative education opportunities.

### *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 leadership committee.