

## PSBA Liaison: Position Description

**Term of Office:** Set by school entities

**Authority:** PSBA Bylaws, Article VI, Section 4 C, (Regions, Regional Directors and Regional Cabinets) provides for the designation of PSBA liaisons by individual school entities and their duties and responsibilities.

Each member school entity is entitled to appoint a board member to serve as PSBA liaison. This position combines two former positions (PSBA representative and legislative chairperson) and is responsible for the following:

1. Each liaison will promote the purposes and policies of the association.
2. Each liaison acts as a key promoter and advocate for the PSBA Code of Ethics and Standards for Effective School Governance for the local board.
3. Each PSBA liaison shall serve as a voting member of the regional cabinet.
4. Each liaison shall assist with the development and implementation of the Regional Activity Plan.
5. Each PSBA liaison votes for the regional director and assistant regional director for his/her region and area, respectively.
6. Each PSBA liaison shall attend liaison boot camp and is encouraged to attend advanced training sessions for veteran liaisons.
7. Each liaison should share PSBA reports and other information at regular meetings of the boards of their school entity.
8. Each PSBA liaison makes regular reports to the assistant regional director for their area regarding significant local board issues.
9. Each PSBA liaison mentors new local board members with regard to PSBA services and purpose.
10. Each liaison may serve on PSBA committees and make appointment recommendations to the regional director.
11. Each PSBA liaison shall provide input to the various PSBA committee members who participate on PSBA's Nominating Committee, Bylaws Committee, Platform Committee, Legislative Committee and PSBA Forums.
12. Each liaison is encouraged to attend PSBA workshops, seminars and conferences and encourage participation by fellow board members.
13. Each liaison shall ensure that board member contact information is current and accurate for communications purposes.
14. Each PSBA liaison shall identify local board members who have a special interest in one or more legislative issues or areas of school board governance for PSBA data purposes
15. The following legislative duties and responsibilities shall be performed by the PSBA liaison or other school entity designee:
  - a. Vote for the legislative coordinator, where applicable, according to the Regional Activity Plan.
  - b. Ensure that their school entity appoints official voting delegates to PSBA's Legislative Policy Council.
  - c. Each liaison is encouraged to attend PSBA legislative meetings as provided in the Regional Activity Plan.
  - d. Where appropriate, inform local board members of developments in the PA General Assembly and Congress. The PSBA liaison provides policymakers, the PSBA staff, assistant regional director and legislative coordinator with the board's position on key legislative issues.
  - e. Respond to PSBA Legislative Alerts and NSBA Calls to Action as coordinated by the legislative coordinator.

**EAST STROUDSBURG AREA SCHOOL DISTRICT**

**TCC Voting Delegate Appointment Resolution**

**Background.** Act 32 § 505(b) requires the governing bodies of school districts, townships, boroughs, and cities that impose an earned income tax to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. The purpose of this resolution is to appoint the required delegates. The appointed individuals have consented to appointment.

**RESOLVED**, by the governing body of the East Stroudsburg Area School District, that the following individuals are appointed as TCC delegates for the East Stroudsburg Area School District:

1. Primary voting delegate: Business Manager
2. First alternate voting delegate: Assistant Business Manager
3. Second alternate voting delegate: \_\_\_\_\_
4. If the primary voting delegate cannot be present for a TCC meeting, the first alternate voting delegate shall be the representative at the TCC meeting. If both the primary voting delegate and the first alternate voting delegate cannot be present for a TCC meeting, the second alternate voting delegate shall be the representative at the TCC meeting.
5. These appointments are effective immediately and shall continue until successors are appointed. Delegates shall be appointed each year in November or December or as soon thereafter as possible. All delegates shall serve at the pleasure of this governing body and may be removed at any time.

**Certification of adoption.** The undersigned certifies that the above Resolution was adopted at a public meeting on this date.

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary