



TO: PSBA Liaisons
FROM: Karen Devine
SUBJECT: Essentials of School Board Service
DATE: May 21, 2014

We would like to welcome you as the PSBA Liaison for your local school board. This position combines two former board positions, the PSBA representative and legislative chairperson. Enclosed you will find the Essentials of School Board Service booklet for your convenience. Please consider me your point of contact whenever you have any questions about the liaison position or about any services provided by PSBA.

As PSBA Liaison, you are a voting member of your regional director's cabinet so in the coming months, you will be invited to the 2014 Spring Region Meeting that will be held in your region. To find a map of the regions and who your regional director is, visit the PSBA website at www.ppsba.org. Go to "About PSBA and Affiliates," "PSBA Regions," and "Regional Director Coordinating Council," to find your regional director. If you are ready to get involved, your regional director would be pleased to hear from you, so if you would like further contact information, feel free to call me.

Some of your responsibilities include responding to the PSBA Legislative Alerts and sharing PSBA Legislative Reports and other PSBA information at regular meetings of your school board. Liaisons are encouraged to attend PSBA Region Meetings (2 annually), Spring Legislative Meetings, trainings and conferences to stay connected to PSBA and other liaisons in your region. We ask that you encourage participation by fellow board members as well. Also, the liaison is responsible to ensure that their school entity appoints voting delegates to the Delegate Assembly meeting held each year in October.

Again, we welcome you as the PSBA Liaison for your board. We are looking forward to serving you and I hope that you will contact me at (800) 932-0588, ext. 3322 or karen.devine@psba.org if you need anything at all!

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PENNSYLVANIA SCHOOL BOARDS ASSOCIATION

DUTIES AND RESPONSIBILITIES OF PSBA LIAISONS

Position: PSBA Liaison
Term of Office: Set by school entities
Date of Last Update: March, 2014

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.

Each member school entity is encouraged to appoint a board member to serve as PSBA Liaison who is responsible for the following:

1. PSBA Liaisons shall promote the purposes and policies of the Association and advocate for approval of the PSBA Code of Conduct and Standards for Effective School Governance for their local board and mentor new local board members with regard to PSBA service and purposes.
2. Each PSBA Liaison shall ensure that board member contact information is current and accurate for communications purposes by notifying the Regional Director and the Member Relations Coordinator of changes.
3. Each PSBA Liaison shall share a PSBA/legislative report at least once each month, and other information as appropriate, at regular meetings of the board of their school entity.
4. Each PSBA Liaison shall ensure that their school entity appoints official voting delegates to PSBA's Delegate Assembly.
5. Each PSBA Liaison serves as a voting member of the Regional Cabinet, as such, shall
 - a. Vote for Regional Director and other positions as appropriate
 - b. Assist in planning regional activities as requested
 - c. Maintain communications with the RD and Cabinet to keep them informed regarding significant local issues.
6. PSBA Liaisons shall make recommendations from among their local board members who are identified as having an interest in legislative issues or areas of board governance to serve on and provide input to PSBA committees and task forces when requested.
7. PSBA Liaisons are encouraged to attend their regional or county legislative meetings and ensure that policymakers, PSBA staff, and Regional Directors are informed concerning their local board's position on current issues.
8. PSBA Liaisons are encouraged to serve on PSBA committees, attend PSBA workshops, seminars and conferences as well as encourage participation by fellow board members.