

# 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.