

PENNSYLVANIA SCHOOL BOARDS ASSOCIATION



DUTIES AND RESPONSIBILITIES OF PSBA LIAISONS

Officer Position:	<u>PSBA Liaison</u>
Term of Office:	<u>Set by school entities</u>
Date of Last Update:	<u>December 12, 2017</u>

Authority: PSBA Bylaws, Article VI, Section 4C, 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 a 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 Principles for Governance and Leadership for their local board and mentor new local board members with regard to PSBA Service and purpose.
2. Each PSBA Liaison shall ensure that board member contact information is current and accurate for communication purposes by notifying the Sectional Advisor and the Member Services Manager of changes.
3. Each PSBA Liaison shall share the PSBA Liaison Insider, at least once monthly, and other information as appropriate, at regular meetings of the board of their school entity.
4. Each PSBA Liaison shall maintain communications with the Sectional Advisor to keep them informed regarding significant local issues.
5. 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.
6. PSBA Liaisons are encouraged to attend sectional events and encourage other school directors to attend as well.
7. PSBA Liaisons are encouraged to serve on PSBA committees, attend PSBA workshops, seminars and conferences as well as encourage participation by fellow board members.