



Job Description AWARDS DIRECTOR

- Attends all board of director meetings and general membership meetings.
 - If able, attends the Region 6 Conferences, Focus Day, and Convention.
 - Is familiar with the WSPTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs.
 - Delegates responsibility and communicates regularly with officers, board of directors, committee chairs.
 - Supports the decisions of the board. This means despite any personal feelings you might have, once the board has voted you are ethically obligated to support that decision. One can go on record as disagreeing with the Board's position, but must still abide by the decision.
 - Maintain confidentiality of the board's session, speak for the board or organization only when authorized to do so.
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 - May have to serve as Chair of ad hoc committee if considered essential to the Council.
- Keep abreast of what is happening in each Award committee.
 - Get the necessary resources to Awards committees, as needed, to ensure their tasks are completed.
 - Recruit people for Awards committees during the school year and at the end of the school year to ensure each committee is fully staffed and able to function.
 - Keep the Shoreline PTA Council Executive Committee and Board of Directors informed of what is happening on each committee.
 - Keep track of meetings and send reminders to Awards committee chairs and members.
 - Send thank you notes to volunteers as needed, and any outside sponsors that help defray costs.