



Job Description VICE PRESIDENT - LEGISLATION

- Attends all executive committee meetings, board of director meetings and general membership meetings.
- Executive officers *must* attend one annual training event and, if able and financially possible, the WSPTA leadership conference, Focus Day, Convention and Region 6 Conferences.
- Is familiar with the WSPTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs.
- Delegates responsibility and communicates regularly with officers, committee chairs, and local unit Legislation 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.
- May have to serve as Chair of ad hoc committee if considered essential to the Council.
- Send monthly newsletter and updates to Local Unit Legislation Chairs with 'cc' to Presidents and PTA Council Board.
- Advocates on behalf of the Council regarding Washington State PTA priorities and Council priorities.
- Work together with Region 6 (Northshore, Shoreline, Seattle and Vashon Island) to have a stronger voice.
- Legislation Director(s) may have the opportunity to testify in Olympia on behalf of children.
- Work with chairs on Round Table Session in Region 6 and/or Shoreline area, Candidate Forum and Focus Day Bus.
- Shoreline PTA Council Legislative Director(s) will assist in the Bond and/or Levy Campaign every 2 or 4 year cycle.
- Review Financial Report/Proposed Budget to make financial adjustments, when needed, to adequately cover legislation expenses.