



Job Description FAMILY SERVICES 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, committee chairs, and local unit Family Service 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.
- Attends and supports Chairs at the Back To School Event, Holiday Baskets collection and distribution, and volunteers when needed (beginning and end of school year) at The WORKS.
- If possible, attends monthly Community Resource Team meetings and Back to School Consortium meetings on behalf of the Council & The WORKS.
- Works with Chairs to keep Family Services web pages and support documents current.
- Works with Chairs to ensure that physical property inventory reports, physical property contracts and building use contracts are completed and turned into the Treasurer annually.
- Serves as liaison to School District on behalf of family services programs and events.
- Is responsible for hosting at least one (1) roundtable Family Service Training.