

State Directors – Duties and Responsibilities

From the PA Principals Association Policy Manual

State Directors

Eighteen members elected by the membership as specified by the provisions of the PA Principals Association Bylaws by geographic region for terms of three years with six or eight members elected each year. Each will be an active member of PA Principals Association, a member of the Act 93 agreement and elected State Directors shall begin their duties at the termination of the Annual Conference. Prior to beginning their duties, newly elected State Directors shall attend an orientation session.

Revised 1/26/24

An additional four board members will be appointed by the President and approved by the Board of Directors, to fulfill a 2-year term, subject to reappointment by the President. The three At-Large appointees are voting members of the Board, as they each represent a group of members of the Association. The Professional Development Representative is in place to represent a service the Association offers all members and is thus an ex-officio member of the Board with no voting privileges. None of these Appointed Members shall serve in more than one position on the Board.

Revised: 1/26/24

One member shall serve as the Assistant Principal At Large and the person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement in the educational entity to which he/she serves, and a current assistant principal.

Revised: 1/28/22

One member shall serve as the Supervisor/Director At Large and the person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement, and a current supervisor or director.

Added: 1/26/24

One member shall serve as Diversity At Large. The person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement and will have experience with, demonstrates a passion for and promotes diversity in an educational setting. Diversity is defined by the U.S. Census Bureau as follows: "Diversity is defined as all of the ways in which we differ. Among these dimensions are age, gender, mental/physical abilities and characteristics, race, ethnic heritage, sexual orientation, communication style, organizational role and level, first language, religion, income, work experience, military experience, geographic location, education, work style and family status."

Revised: 1/28/22

One member shall serve as the Professional Development Representative. The person fulfilling this position will be an active member of PA Principals Association, a member of the Act 93 agreement and will have expertise in designing, delivering and promoting professional development to principals. The Professional Development Representative will be an ex-officio member of the Board and will have no voting rights.

Revised 1/28/22

Appointed representatives will begin their duties at the termination of the Annual Conference. Prior to beginning their duties, newly-appointed representatives shall attend an orientation session. Appointed representatives can come from any part of the state. In addition to bringing their views and perspectives to

the Board, appointed representatives will perform the duties and responsibilities listed for all other representatives.

Revised 1/26/24

The elected State Directors shall represent members from the following geographic sections and regions of the Commonwealth:

Eastern Regions

- East I Region - Susquehanna, Wayne, Lackawanna, Wyoming, Pike and Luzerne Counties.
- East II Region - Monroe, Carbon, Schuylkill, Lehigh, Northampton and Berks Counties.
- East III Region - Bucks, Montgomery, Chester, Philadelphia and Delaware Counties.

Central Regions

- Central I Region - McKean, Potter, Tioga, Bradford, Elk, Cameron, Clinton, Lycoming, Clearfield, Centre and Sullivan Counties.
- Central II Region - Union, Northumberland, Columbia, Snyder, Montour, Dauphin, Perry, Lebanon, Cumberland, Lancaster, Franklin, Adams and York Counties.
- Central III Region - Somerset, Bedford, Fulton, Juniata, Huntingdon, Mifflin, Blair and Cambria Counties.

Western Regions

- West I Region - Erie, Warren, Crawford, Venango, Forest, Clarion, Clearfield and Jefferson Counties.
- West II Region - Mercer, Lawrence, Beaver, Butler, Armstrong and Indiana Counties.
- West III Region - Washington, Greene, Fayette, Allegheny and Westmoreland Counties.

Each of the 18 State Directors will be full voting members of the Board of Directors and serve an elected term of office for three years.

Revised: 1/28/22

Duties and Responsibilities of State Directors and Appointed Members

- a. Attends all meetings of the Board of Directors as scheduled unless excused by the President for valid personal reasons.
- b. Notifies the president when unable to attend meetings of the Board of Directors.
- c. Represents the Association by assuming responsibilities of a leadership nature at assigned functions or meetings.
- d. Assumes leadership on the Regional Board as follows:
 - i. As State Director, serves as the co-chair of the Regional Board with the other State Director from the same region.
 - ii. As appointed member, serves on the Regional Board in the region in which they are employed, in the same capacity (e.g., Assistant Principal Representative).
 - iii. Conducts (State Directors) or participates in (appointed members) at least three Regional Board meetings per school year. These meetings can be held in person or virtually.
 - iv. Works with the Regional Service Specialist assigned to the region to coordinate special functions for region members. These can include, but are not limited to, professional development sessions, award dinners, regional meetings, job-alike sessions, etc.
 - v. Reports back to his/her region information from the Board of Directors meetings and acts as the catalyst for action in his/her region.

- e. Reports activities of his/her region, represented group, and/or committee to the Board of Directors at each meeting.
- f. Agrees to attend the annual business meeting of NAESP or NASSP if attending the convention.
- g. Accepts other duties as requested.
- h. Attends the state Annual Conference.

Revised: 1/26/24

Expenses

Reimbursement as per policy: meals, mileage, lodging and mail expenses.

Revised 10/14/17

- a. Expenses paid for attendance at the PA Principals Association Conference.
- b. Expenses paid for attendance at all functions representing PA Principals Association as requested by the president.
- c. Whenever possible, Board members should make every effort to seek reimbursement from their school district for the expenses of room, additional meals and travel. Reimbursement requests for all other PA Principals Association function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.