

## **Regional Representatives – Duties and Responsibilities**

### **From the PAESSP Policy Manual**

#### **8. Regional Representatives**

Twenty members elected by the membership as specified by the provisions of the PAESSP Bylaws by geographic region for terms of three years with six or eight members elected each year. Elected regional representatives shall begin their duties at the termination of the business meeting at the annual conference. Prior to beginning their duties, newly-elected representatives shall attend an orientation session. Newly- elected representatives will be invited to attend the summer retreat. The elected regional Board members shall represent members from the following geographic sections and regions of the Commonwealth [the regions for this year's election are shown above]:

Each of the 20 Regional Representatives will be full voting members of the Board of Directors and serve an elected term of office for three years.

Revised: 2/15/06

#### **Duties and Responsibilities**

- 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. Reports activities of his/her region to the Board of Directors at each meeting.
- e. Works with the Intermediate Unit Association President(s) for recommendations of appointments, to promulgate communications and initiate action. The I.U. President, working with the Regional Representative, will then work with the PDE liaison person(s), membership person(s) and legislative person(s) to further ensure communication to the district contact persons and the individual members.
- f. Agrees to attend the annual business meeting of NAESP or NASSP if attending the convention.
- g. Reports back to his/her region information from the Board of Directors meetings and acts as the catalyst for action in his/her region.
- h. Conducts regional meetings. Prior approval from the President is required if meeting expenses are anticipated to exceed \$150.
- i. Accepts other duties as requested.
- j. Attends the state conference and business meeting.

Revised: 2/15/06

#### **Expenses**

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

- a. Expenses paid for attendance at the PAESSP Conference.
- b. Expenses paid for attendance at all functions representing PAESSP 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 PAESSP function expenses must be submitted along with receipts for payment on the monthly reimbursement schedule.