

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

### **From the PA Principals Association Policy Manual**

#### **Regional Representatives**

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. 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.

Revised 3/8/19

An additional two 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. One member will be 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, and has 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.”

Appointed representatives will begin their duties at the termination of the business meeting at the annual conference. Prior to beginning their duties, newly-appointed representatives shall attend an orientation session and be invited to attend the summer retreat. Appointed representatives can come from any part of the state. In addition to bring their views and perspectives to the Board, appointed representatives will perform the duties and responsibilities listed for all other representatives.

Revised 3/16/18

The elected regional Board members 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 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 3/8/19

### **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 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.