

The Utah School Boards Association provides advocacy, leadership, training, and quality services for effective school board governance.



Utah School Boards Association Board of Directors Handbook



**UTAH SCHOOL BOARDS
ASSOCIATION**

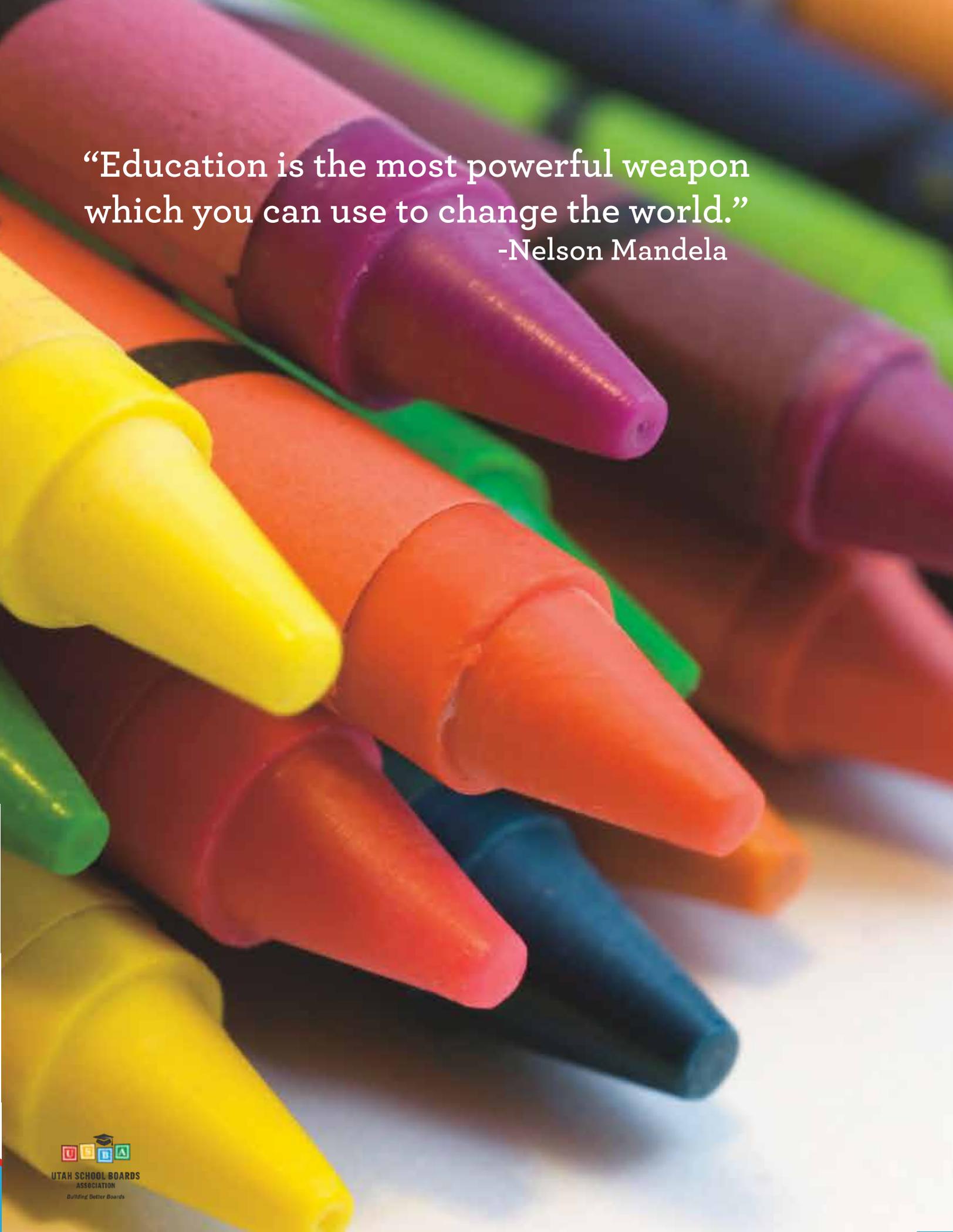
Building Better Boards

“The task of the modern educator is not to cut down jungles, but to irrigate deserts.”

-C.S. Lewis

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“Education is the most powerful weapon
which you can use to change the world.”
-Nelson Mandela



Purpose of the USBA Handbook

The USBA Handbook is a living document. It is not to be prescriptive but rather, it gives guidance to the processes that will serve the best interests of the entire Association.

USBA operates through a collaborative model of governance. The President, Officers and Executive Committee work collaboratively with the Executive Director and USBA Board of Directors to further the mission vision, beliefs, and strategic plan of the Association.

Mission, Vision and Belief Statements

Mission: The Utah School Boards Association shall provide advocacy, leadership, training, and quality services.

Vision: Building strong locally elected school boards.

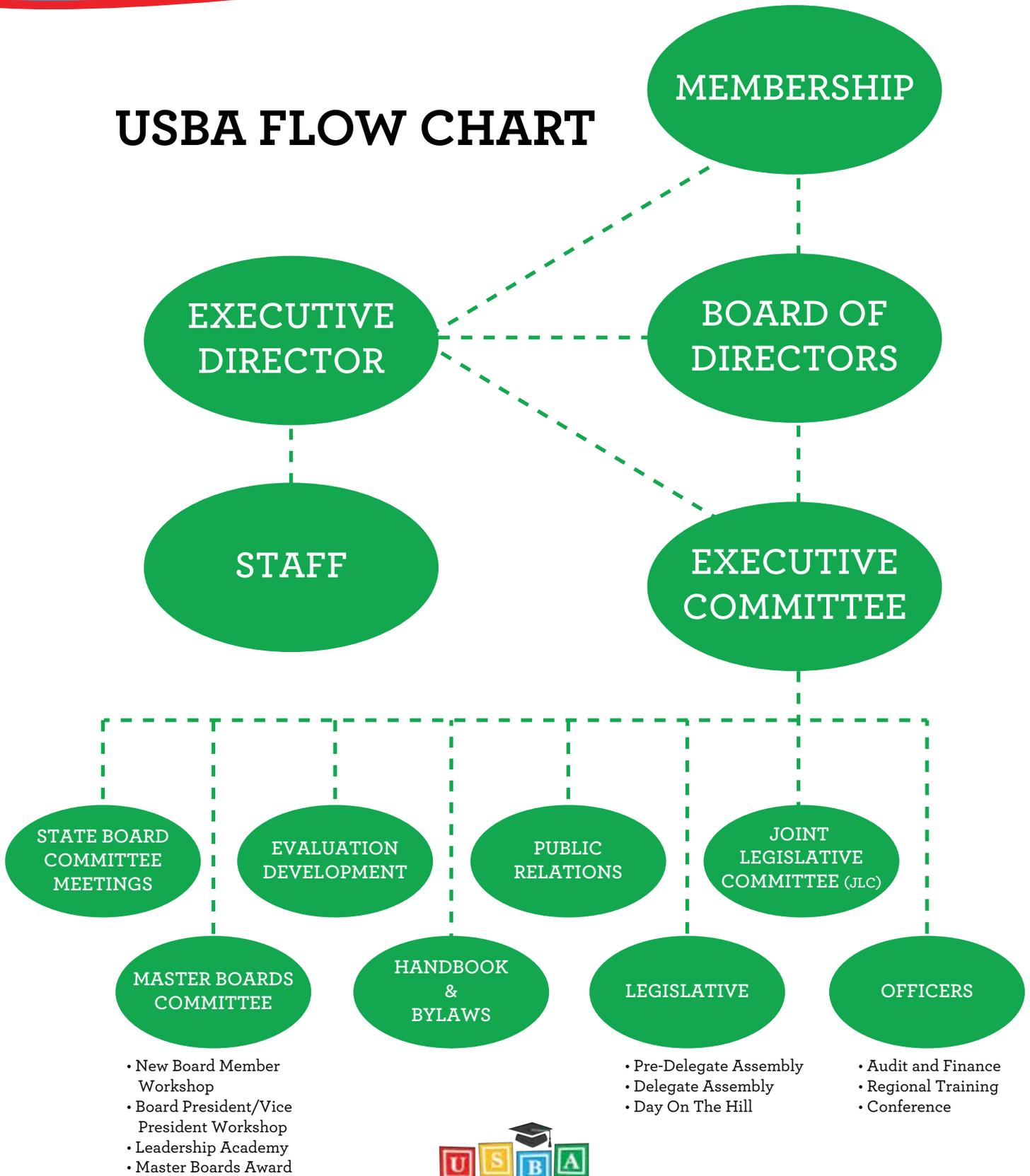
Belief Statement

- Public education provides opportunities for all children.
- Public education's success depends on public support.
- A sustained financial commitment is essential to public education.
- Locally elected non-partisan school boards best represent local education needs.
- Effective local school boards influence student achievement when collaborating with parents, students, and the education community.
- Multiple land use provides funding for public education.
- Legislation should support excellence in public education.

USBA Areas of Focus

- Advocacy
- Board Leadership and Professional Development
- USBA Member Services

USBA FLOW CHART



USBA Board of Directors

The Board of Directors shall be the governing body of the Utah School Board Association.

Section 2: Powers. (Bylaws)

- a. The Board of Directors shall manage the property, affairs, and business of the Association.
- b. The Board of Directors may adopt rules of procedure for conducting Association meetings.
- c. The Board of Directors may adopt policies pertinent to the purpose and objectives of the Association.
- d. The Board of Directors may create standing and ad hoc committees as needed.

Section 7: Duties (Bylaws)

The Board of Directors shall supervise, control, and direct the affairs of the Utah School Board Association within the limits of and consistent with the Articles of Incorporation and these bylaws. The Board of Directors shall actively promote the purpose of the Association, shall set the Association's dues and adopt its budget, and shall have discretion in disbursing the Association's funds. The Board of Directors may adopt rules and regulations for the conduct of its business and may appoint agents as necessary to the execution of its powers.

Region Election Process for Board of Directors and Delegate Assembly

The member of the USBA Board of Directors currently representing the member's region will conduct the meeting of the region where elections for the Board of Directors occur.

If a currently serving member of the Board of Directors wishes to run for re-election to the Board of Directors, he\she must ask someone else (in advance) to conduct the Region Election Meeting.

The person conducting the Region Election Meeting will ask for nominations for the Region's representative to the Board of Directors. No seconds are needed for nominations.

All of those who have been nominated to run for the Board of Directors positions will have two minutes to speak to the region group.

Voting will be done by secret ballot if more than one candidate is nominated.

Ballots will be counted by two people, which could be the Superintendent, Business Administrator or USBA staff in a multi-region district, and by the person conducting the meeting in single district regions.

The same nomination and voting process will be used to elect delegates from each region for the Delegate Assembly.

Code of Ethics

As a member of the Utah School Boards Association (“USBA”) Board of Directors, I will strive to improve public education, and to that end I will:

- Actively promote the purpose of USBA.
- Attend all regularly scheduled USBA Board meetings, informed and prepared to discuss the issues to be considered at those meetings.
- Recognize that I should endeavor to make policy decisions only after full discussion at regularly held Board meetings.
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
- Encourage the free expression of opinion by all Board members, be open-minded and respect individual differences and opinions, and maintain professional decorum during board meetings.
- Keep confidential issues and executive session items within the confines of the Board.
- Seek systematic communications between the Board and member school boards.
- Support the implementation of Board decisions.
- Work with other USBA Board members to establish effective Board policies and to delegate authority for the administration of USBA to the Executive Director.
- Communicate to the USBA President and the Executive Director expressions of members and public reaction to USBA resolutions, policies and programs.
- Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
- Remember an individual Board Member or Officer has no authority alone.
- Remember always that my first and greatest concern must be the educational welfare of the students attending public schools.
- Participate actively in the legislative activities of USBA in the most effective manner.
- Serve on standing committees as assigned.

USBA Officers

Membership

- President
- President-elect
- Vice-President
- Immediate Past-President

Officers' Duties and Authority

President's Responsibilities

- The USBA Bylaws give no authority to the president outside of the Executive Committee and Board of Directors except as authorized representatives of the Association.
- Co-signs all checks of the Association
- Collaborates with the Executive Director to prepare the agenda for all meetings of the organization
- Presides at all meetings of the Association
- Facilitates the discussion and the decision-making process for the Association
- Acts as the spokesperson for the Association

Officers

- The USBA Bylaw's give no authority to the Officers outside of the Executive Committee and Board of Directors except as authorized representatives of the Association.
- Attendance at training meetings, conferences, and workshops
 - Approved by Executive Committee or Board of Directors
 - Report to USBA Executive Committee and Board of Directors on conferences and workshops attended.
- Represent USBA at formal events, meetings, etc.
- The President, Officers, and/or Executive Director may collaborate to make recommendations to the Executive Committee for all decisions, procedures, processes and operations of the Association, including standing and ad hoc committees, their purposes and appointments.
- Attend and may present at region meetings across the state in the spring and fall.
- Attend meetings of the Executive Committee and Board of Directors

“Learning is an ornament in prosperity,
a refuge in adversity,
and a provision in old age.”
- Aristotle



Executive Committee

Membership

- 4 Officers
- 1 Representative elected annually from the single district regions
- 1 Representative elected annually from the multi-district regions

Duties and Responsibilities

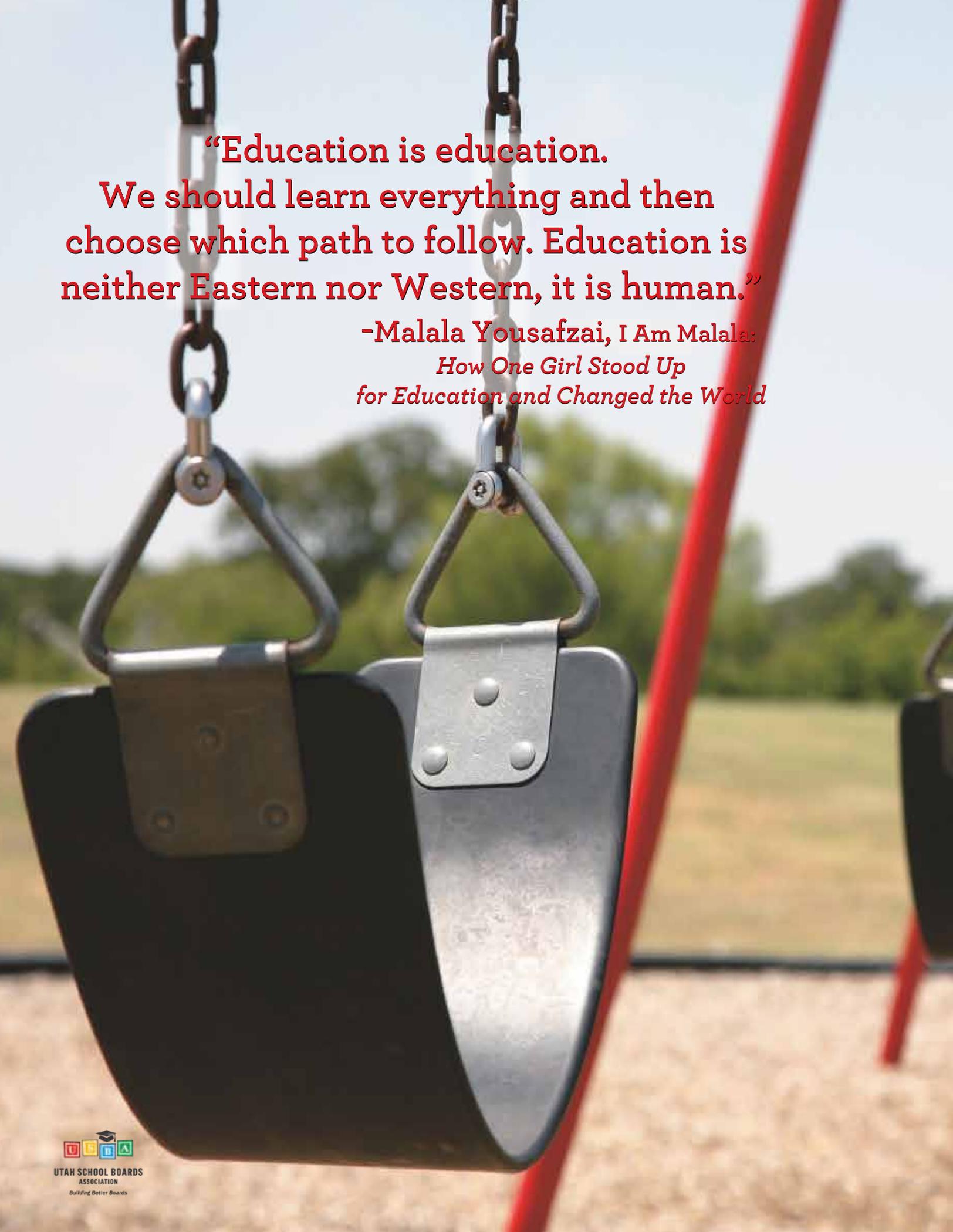
Bylaws—Article V

- The Executive Committee shall be responsible for administrating the property, funds, and business affairs of the Association.
- The Executive Committee shall have and exercise all powers and authority granted by the Board of Directors.
- Make recommendations to the Board of Directors for the final approval of decisions, procedures, processes and operations of the Association, including standing and ad hoc committees, their purposes and appointments.

Vice President Election Process (see also Bylaws, section II)

Timeline and Notification to Board Members

- The Executive Director will send notification to all school board members on or before November 1st of each year regarding the election of the Vice-President at the annual USBA Conference.
- This letter will include the process for running for this position and a description of the duties, responsibilities, expectations, and time commitment.
- The candidates for the position shall not campaign prior to December 1st.
- Candidates will be sent a letter before the conference with the guidelines for nomination and acceptance speeches.
- Election Process:
 - At the USBA Annual Conference, in the designated meeting, each candidate will present:
 - A nomination of candidate,
 - A second to the nomination, and
 - Acceptance by the candidate
 - In the event there are more than two candidates, there will be a primary election followed by a general election.
 - The two finalists will have an opportunity to address the general USBA membership after the primary election.
 - Each candidate will be given equal, upfront, public exposure during the conference.
 - Officers and staff will be prepared for a nomination from the floor and the possibility of a runoff election, ensuring a valid and fair election process.



**“Education is education.
We should learn everything and then
choose which path to follow. Education is
neither Eastern nor Western, it is human.”**

**-Malala Yousafzai, *I Am Malala:
How One Girl Stood Up
for Education and Changed the World***

NSBA, Pacific Region and Other National Positions

Process for Candidacy

- Candidates for any NSBA or other national position should present to the Executive Committee, a letter of support from their local board.
- Any school board member who has the desire to be elected or appointed to any NSBA position or any other position representing USBA should make it officially known and entered into the minutes of the Board of Directors meeting.
- The Board of Directors or Executive Committee will then determine the process for endorsement and financial support.
- In an unforeseen circumstance, while at the meeting, USBA Officers have the authority to authorize a member to run for an open position.

Board Member elected to National Position

- The Association expects periodic reports from those elected to national posts.
- Board members serving nationally, are ex-officio members of the USBA Board of Directors, entitled to a voice and vote in the Board's meetings during the term of their national position.

Standing Committees of the Board of Directors

- Time frame—One year appointment, but may be reappointed
- Meeting schedule—All committees are encouraged to hold their meetings to coincide with the regular Board of Directors meeting, but other meetings may be scheduled as needed.
- All committees report to the Executive Committee and/or Board of Directors with recommendations for the Association's programs and services.

Officer's Committees

- USBA Conference
- Audit and Finance
- Regional Training
- Education Coalition
- Staff: As Assigned by Executive Director

Members: 4 Elected Officers

- **USBA Conference**

The purpose of the Annual Conference is to provide excellent training for school board members, superintendents, business administrators and middle management staff. The committee plans the entire conference including recommended speakers, district presenters, a theme, student musical groups and the entire mini session topics. It sends out a tentative program to all school board members, superintendents and business administrators prior to the Conference. The committee members encourage all elected board members to attend.

- **Audit & Finance**

This committee presents a tentative budget to recommend to the Executive Committee and the USBA Board of Directors. The committee reports the results of the annual audit. The committee also makes a recommendation on who should do the audit and where USBA should invest Association funds.

- **Regional Training**

Two rounds of regional training are planned each year; one in the spring and one in the fall. The fall meeting requires the committee to plan a topic or topics, along with presenters, for a two hour training session. The spring meetings are to report to school board members legislative results impacting public education and to get input from all the boards on items that help develop USBA's upcoming program. The committee chair reports to the Executive Committee and the Board of Directors.

- **Education Coalition**

The Utah Public Education Coalition ("Coalition") is a statewide organization composed of representatives from the leading organizations in education: Utah School Boards Association, Utah School Superintendents Association, Utah Association of School Business Officials, Utah Education Association, Utah State PTA, Utah State Office of Education. Utah Association of Elementary School Principals, Utah Association of Secondary School Principals, Utah School Employees Association, and the Utah College Dean's Association. Representatives from the Governor's Office also attend the meetings. Membership is limited to those organizations that are approved by the Coalition members, per Coalition bylaws.

The Coalition meets monthly throughout the year and has, as its chief focus, legislation, budget, and policy for education in the state. It meets weekly during the legislative session and shares information on bills affecting children and public education.

Legislative Committees

Staff: As assigned by Executive Director

Members: 4 appointed

- **Day on the Hill**

This committee plans for the one-day session on Capital Hill during the legislative session to provide an update on legislation. The committee decides which legislators they want to invite to address USBA's membership, including consideration of Senate and those Republican and Democrat. Key legislative bills along with important fiscal appropriations are reviewed. A portion of the day is spent with board members visiting their own legislators.

- **Pre-delegate Assembly**

This committee plans an important workshop on timely topics to be presented the night before the USBA Delegate Assembly members arrange for speakers and/or presenters. The Delegate Assembly is held in August of each year.

Public Relation

Staff: As assigned by the Executive Director

Members: 4 appointed

Committee Description:

The committee develops positive relationships and communication between and among USBA membership, the Governor's office, the Utah legislature, the Parent Teacher Association, the Utah Education Association, the Superintendents Association, the State Office of Education, and hopefully the public in general. The committee recommends programs, processes or written materials that help promote Public Education and the role of local school boards. The committee works on the USBA website and recommends to the Board of Directors proposed changes and updates.

Master Boards Committee

- New Board Member Workshop
- Board President's and Vice-President's Workshop
- Master Board's Award
- Leadership Academy

Staff: As Assigned by the Executive Director

Members: 5 Appointed

Committee Descriptions:

This committee was formed to develop programs, information, and training to assist Board members in efficiently carrying out their roles and responsibilities. In addition, the association recognizes the value of professional development for board members and to identify information and training that will assist them in providing Leadership for Public Education. They are charged with planning the following events.

- **New Board Member Workshop**

In early December, after the November election for new school board members, USBA has a one day workshop for the newly elected members. The committee plans the curriculum, selects the speakers and presenters, and encourages all newly elected board members to attend. A registration fee is charged to cover the cost of handouts and lunch.

- **Board President's Vice-Presidents' Workshop:**

Every other year USBA holds a half day workshop for school board presidents and vice presidents. This workshop has been held in February. The committee sets the dates, develops the curriculum and gets the presenters.

- **Leadership Academy:**

The Leadership Academy Committee was organized to plan a three day in-depth training session. The committee plans the curriculum, presenters, entertainment, and meal functions. They also recommend to the Executive Committee and the Board of Directors the location and date for the Academy. The committee chair reports to the Executive Committee and to the Board of Directors.

Bylaw and Board Handbook Committee

Staff: As assigned by the Executive Director

Members: 3 Appointed

This committee takes specific assignments to update a section of USBA Bylaws which no longer meet organization needs. In addition, the committee has been charged regularly updated this Board of Directors Handbook.

State Board Committee

Staff: As assigned by the Executive Director

Members: 6 Appointed

This committee consists of members who attend monthly State Board Committee meetings. Currently members are assigned to attend the following three committee meetings:

1. Law and Licensing
2. Finance
3. Standards and Assessment

Evaluation Development Committee

Staff: As assigned by the Executive Director

Members: 5 Appointed

This committee was created in 2015 with the specific assignment to develop and review local board self-evaluation instrument, as well as a superintendent and a business administrator evaluation instrument to be used by local board members.

“... what you learn today, for no reason at all,
will help you discover all the
wonderful secrets of tomorrow.”

-Norton Juster
The Phantom Tollbooth



Joint Legislative Committee (JLC)

Membership

The Joint Legislative Committee is a Standing Committee of the Board of Directors. Representation from each USBA Region is desired for the work of the JLC. The JLC consists of:

- 20 voting members designated annually, as follows:
 - The USBA Officers including the Immediate Past President who may serve as the JLC Co-chair.
 - Each member of the USBA Board of Directors, or their designee chosen from local board members from their region.
 - If a region cannot fill the position on the JLC, the Board of Directors may appoint a representative.
 - Any national post-holders are designated as permanent alternates on the JLC.
 - Any member that cannot attend a JLC meeting should notify a USBA officer ahead of the meeting.
 - Alternates for the JLC meeting may be chosen from local board members in attendance.
- 19 voting members (or alternates) designated annually by the Executive Committee of the Utah School Superintendents Association (USSA).
- 1 representative from UASBO who is appointed to sit on the JLC Committee to represent the Business Administrators of the State. This is a non-voting position.

Voting

A quorum must be established for each group of USBA and USSA members. A quorum is defined as a simple majority of those present from among total membership for each group. There shall be at least one more USBA member than USSA member present at JLC meetings requiring votes; in no case may the number of voters allocated to USSA exceed the votes allocated to USBA.

Leadership

The USBA Legislative Chair, together with the USSA Legislative Chair, guides the work of the Joint Legislative Committee. The USBA Past President will serve as the Legislative Co-Chair unless unable or unwilling. The USBA President shall recommend annually to the Board of Directors a confirmation of an individual to serve as the Legislative Chair and, where desired, a Co-Chair.

Duties

The duties of members of the Joint Legislative Committee include:

- Attend all JLC meetings.
- Carry out the legislative priorities of the Delegate Assembly.
- Consider and analyze legislation affecting education and potential action related to such legislation.
- Contact legislators and others involved in the legislative process to inform them of Delegate Assembly priorities and of JLC positions and information related to pending legislation.
- Members who know of their absence shall notify a USBA Officer and may call upon an alternate to serve in their stead. The USBA President or USBA Legislative Chair may designate alternatives as needed to convene a JLC meeting.

Meetings

The Joint Legislative Committee convenes upon the approval of the USBA/USSA Legislative Co-Chairs and meets regularly during the Legislative Session and at other times during the year. Typically a JLC meeting is held in the summer to prepare for the Delegate Assembly, in the fall to prepare for the upcoming Session, and in conjunction with the USBA Annual Conference.

All meetings are open, public meetings. Attendance is taken at each meeting. The USBA/USSA Legislative Co-Chairs take alternating turns conducting JLC meetings.

JLC and the Legislative Agenda for USBA

The Legislative Agenda

- 1) In the spring regional meetings, feedback and recommendations will be gathered by sending a survey to all board members, superintendents, and business administrators from each district. Data will be collected and disaggregated to show results for subgroups.
- 2) This information will be used by the Joint Legislative Committee to develop legislative priorities.
- 3) The chair of the JLC recommends these legislative priorities to the USBA Board of directors. The Board of Directors will discuss, modify, and approve the priorities for the use in the Delegate Assembly.
- 4) The Board of Directors recommends the priorities to the Delegate Assembly. The Legislative JLC must follow the position adopted by the Delegate Assembly.

Committee Meetings

The JLC meets every Friday during the 45-day legislative Session and also lobbies during the Session. Committee members are also asked to attend Education Interim meetings of the Legislature.

Sub Committee

The Joint Legislative Committee will act upon the recommendation of the JLC Co-Chairs to constitute sub-committees to further legislative work or to address current legislative issues as needed.

USBA Representatives to Outside Associations and Boards

Any representative, required by an outside association or board shall be appointed or promoted by the USBA Board of Directors.

National School Board Association (NSBA)

When a Utah school board member holds an elected position with the National School Boards Association (NSBA) they also serve as a voting member of the USBA Board of Directors.

Pacific Region (PAC REGION):

When a Utah school board member holds an elected position with the National School Boards Association (NSBA) at the region level they also serve as a voting member of the USBA Board of Directors.

UTAH CONSORTIUM OF EDUCATION LEADERS (UCEL):

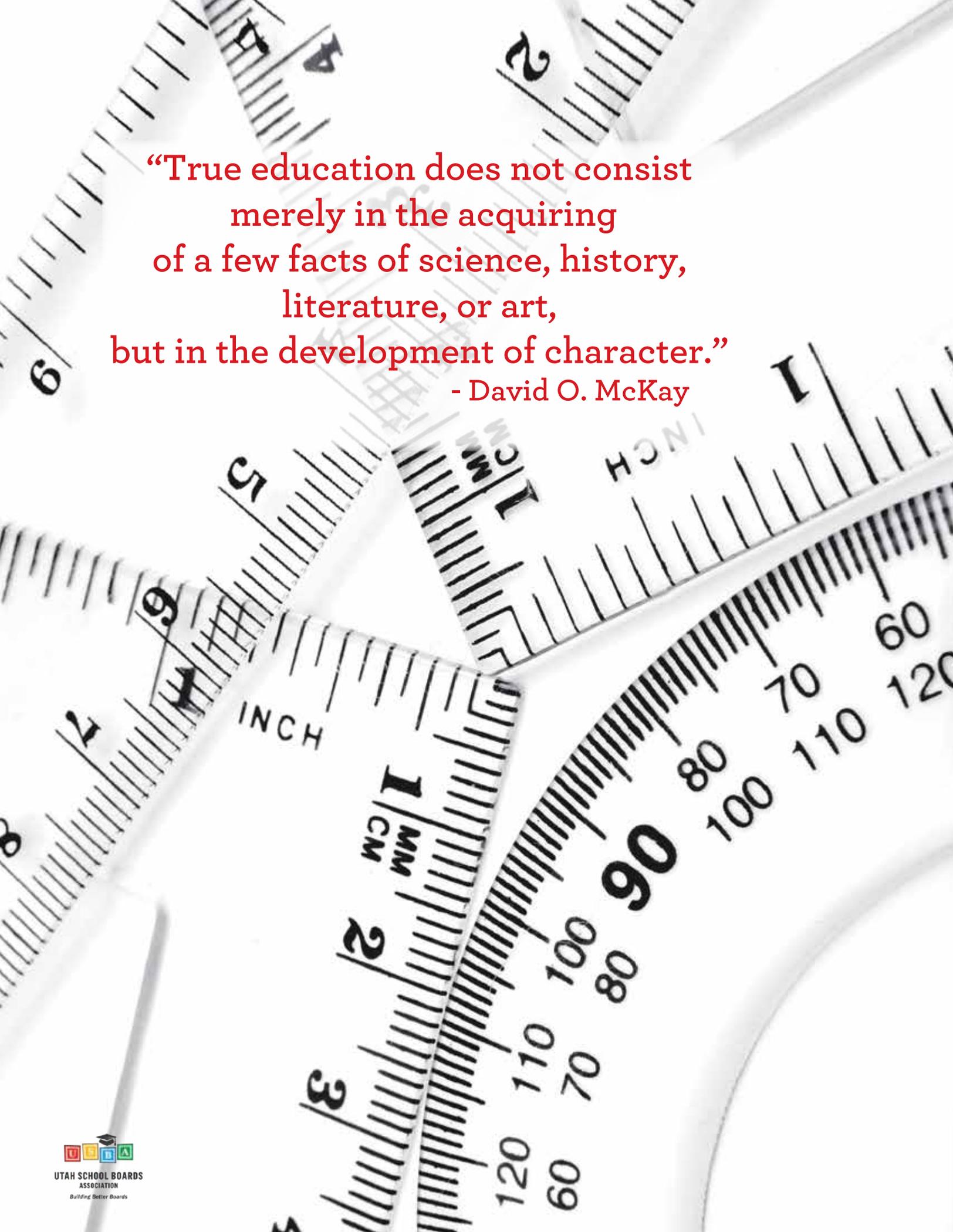
UCEL (Utah Consortium of Education Leaders) includes representatives of the Utah institutions of higher education which are currently training future school leaders, and the organizations and professional associations for school leaders within the state, UCEL recommendations to the State Board of Education as well as to universities in the state.

Utah Rural Schools Associations (Rural Schools):

The rural districts in the state of Utah have been divided into four regions each served by a regional service center. These regions are governed by a board of directors. Regional Boards make decisions affecting rural schools. They are involved in lobbying on legislative issues and bills that particularly affect rural schools. They work with The State Board of Education and The Utah Education and Technology Networks on rural issues and projects as well. They plan an annual Rural Schools Conference which is held in Cedar City each July.

Children's Land Alliance Supporting Schools:

USBA participates with other education associations to advocate for School Trust Lands in the 13 states, represented by the Western States Land Commissioners.



“True education does not consist
merely in the acquiring
of a few facts of science, history,
literature, or art,
but in the development of character.”
- David O. McKay

Financial and Budgeting Process

Process for Annual Budget

1. The Executive Director prepares proposed annual budget and other financial recommendations.
2. The Executive Director consults with the Finance Committee on the proposed budget recommendations.
3. The Finance Committee presents the annual budget recommendations to the Executive Committee for review and approval. The Executive Committee shall be responsible for administering the property, funds and business affairs of the Association.
(See Article V, Section 1 of the By-Laws of the Utah School Boards Association)
4. The Executive Committee presents the proposed budget to the Board of Directors for approval. The Board of Directors shall have supervision, control and direction of the affairs of the Utah Schools Boards Association and shall be responsible to set the Association's dues, adopt its budget, and shall have discretion in the disbursement of the Association's funds, as stated in Article IV, Section 7 of the By-Laws of the Utah School Boards Associations.

The Executive Director shall consult the Finance Committee of the Association prior to submitting recommendations pertaining to the investment of Association funds.

Funds shall be raised by:

- Membership dues from participating school districts
(see Articles of Incorporation of the Utah School Boards Associations, Article VIII)
- USBA Member Service

Reimbursement for Expenses

Board members should submit the "Utah School Boards Association Expense Reimbursement" form for reimbursement. The form will be distributed at each qualifying meeting to expedite reimbursement to members. Members should fill out, sign and submit the forms at the end of the meeting. Reimbursements shall be as follows:

Meetings

- Board of Directors and Executive Committee.....\$60.00 each
- Committee Meetings.....\$30.00 each
- Maximum of one meeting of any type reimbursed per day

Travel

- Travel allowance of .50 per mile to and from meetings is approved if a USBA Board Member is on USBA Board business.
- If a USBA Board member would be traveling to the same event for their own local board the local board would be responsible for the reimbursement.

Hotel

- Stay and location must be pre-approved by Executive Director.

Food

- IRS standards of per diem. \$40.00. Receipts required. USBA Board members only.

“In order to be a teacher you’ve
got to be a student first”
- Gary L. Francione

The Professional and Support Staff of the Utah School Boards Association

Preface

The professional and support staff members of the Utah School Boards Association are assigned the responsibility of providing support necessary to enable the Association to conduct its business and activities in a proper and effective manner.

Individual staff members are assigned duties and responsibilities by the Executive Director of the Association, are supervised in their work activities, and are accountable to the Executive Director.

While each employee will assume their individual responsibilities as assigned, the entire employee group will function as a team in assisting each other and the Officers and Board of Directors to achieve adopted Association goals and objectives. Effective participation in program planning and in the implementation of Association activities is the responsibility of each team member who will also strive to promote an atmosphere of respect, friendliness, and cooperation wherever Association business and activities are conducted.

Specific individual responsibilities for each staff member are stated on the following pages in the form of job descriptions.

Utah School Boards Association Job Description

Title: Executive Director of the Utah School Boards Association – Full Time

Accountability

The Executive Director is accountable to the Executive Committee and the Board of Directors of the Utah School Boards Association. Position is funded by Member Services.

Nature of the Position

The Executive Director is the chief executive of the Association and the individual to whom is assigned the responsibility for providing leadership to the Association and the effective implementation of its bylaws, for its policies, programs, and for the administration of its support staff. Those responsibilities include, but are not limited to, the following performance expectations:

General Performance Expectations of the Executive Director (time on task – 50%)

1. Preparing and submitting to the Executive Committee and the Board of Directors recommendations relative to all aspects of the functions and operations of the Association.
2. Keeping the Executive Committee and the Board of Directors current concerning issues and challenges confronting the Association.
3. Developing, in cooperation with the President of the Association, agendas for meetings of the Executive Committee, the Board of Directors, and the total membership of the Association when that body meets in general session.
4. Maintaining the necessary liaison with all established regions of the Association through various channels of communication.
5. Initiating and maintaining appropriate liaison with those agencies throughout the State of Utah whose efforts are dedicated to the improvement of the quality of public education.
6. Providing leadership in the implementation and updating of the adopted goals of the Association.
7. Assisting the Association membership to increase its effectiveness in the governance of the various Utah schools districts through the implementation of appropriate professional development activities.

Specific Performance Expectations of the Executive Director

1. **Program Development and Implementation (time on task – 20%)**
 - a. Develops and implements pre-service education programs for newly-elected school board members and a variety of suitable professional development training programs for all Association members.
 - b. Conducts needs assessment studies for the purpose of identifying pertinent and appropriate areas for the development of programs which will enhance the quality of school district governance and leadership in general.
 - c. Supervises and monitors various programs and services offered by the Association.
 - d. Maintains an appropriate balance between educational and service activities for Association members.
2. **Budget and Finance (time on task – 5%)**
 - a. Prepares, in consultation with the Finance Committee of the Board of Directors, the annual budget for the consideration and adoption by the Board of Directors.
 - b. Expends Association funds in conformance with regulations established by the Board of Directors.
 - c. Keeps the Executive Committee and the Board of Directors fully informed concerning programs and other related matters which affect Association members and support staff.
 - d. Consults with the Finance Committee of the Association prior to submitting recommendations pertaining to the investment of Association funds.
3. **Secretary – Treasurer Duties (time on task – 10%)**
 - a. Assigns a staff member to record the minutes at meetings of the Executive Committee and of the Board of Directors and the general body of the Association when it meets in general session.
 - b. Maintains in a secure place the approved minutes of meetings of the Executive Committee and of the Board of Directors, and of the general body of the Association.
 - c. Maintains accurate and thorough records for the Association including financial accounts, business and property records and personal records.
4. **Personal Management (time on task- 10%)**
 - a. Recommends to the Executive Committee the employment, salary, and other contract provisions for Association support members.
 - b. Prepares job descriptions and performance expectations for each Association staff member and communicates clearly to each employee his/her duties and responsibilities.
 - c. Supervises the work and activities of the Association staff members and annually evaluates the performance of each.
 - d. Provides suitable programs of in-service training for staff members as these are perceived to be needed.
 - e. When necessary, recommends to the Executive Committee of the Board of Directors personal action or the termination of the employment of Association staff members.
 - f. Organizes the staff for effective and productive performance.

5. Change of Rules and Regulations (time on task- 5%)

Recommends the addition of new regulations or the modifications or deletion of current regulations. All such recommendations made by the Executive Director, of individual members of the Board of Directors, are to be reviewed by the Board of Directors in a scheduled meeting and may be voted on and adopted by a simple majority of the Board membership in a subsequent meeting.

Desired Personal Characteristics of the Executive Director

The Executive Director is expected to present himself/herself in a manner which will enhance the image of the Association in general and himself/herself personally and will set an appropriate example for his/her professional associates. It is anticipated that the Executive Director will:

- a. Dress and conduct himself/herself appropriately.
- b. Strive to keep himself/herself fully informed concerning all aspects of the Association.
- c. Be completely open and honest at all times in dealings with Officers and members of the Association.
- d. Exhibit a positive attitude and demonstrate a genuine commitment to serving the members of the Association.
- e. Demonstrate complete loyalty to the organization and strive to promote this characteristic among professional associates and the Association members.
- f. Create a positive, wholesome working atmosphere in the office of the Association making such attractive for all who work and assemble there.
- g. Encourage Association members to utilize the services and facilities of the Association by making them feel welcome and important to the organization.
- h. Strive to build the confidence of members in themselves and in the Association through their active and meaningful involvement.
- i. Be creative and innovative in program planning and implementation.
- j. Strive to increase the competence of staff associates through the appropriate assignments of responsibilities, meaningful involvement in the activities of the Association, and through a rigorous staff evaluation program properly developed and implemented.

Utah School Boards Association Job Description

Title: Administration Assistant –part time

Accountability

The position of Administrative Assistant is accountable to the Executive Director. Position is funded by Member Services.

Nature of the Position

Under the direction of the administrative staff, performs a variety of clerical and support work involving both specific routines and broadly defined policies and procedures, greets and interacts with the public, works cooperatively with staff, Board of Directors, and performs other related duties as assigned.

General Performance of the Administrative Assistant

1. Working knowledge and understanding of computers and various software programs. Send/receive e-mail and ability to navigate the Internet.
2. Knowledge of modern office practices and procedures.
3. Ability to maintain clerical records and prepare simple reports.
4. Ability to learn and interpret rules, regulations, laws and instructions.
5. Knowledge of, and ability to use English correctly and appropriately.
6. Ability to perform required clerical work accurately and within established timelines.
7. Ability to operate a variety of office machines.
8. Ability to utilize word processing, data base, and spreadsheet programs on the computer.
9. Ability to meet and interact with public and employees with tact, courtesy and discretion.
10. Ability to compile information from various sources and complete a variety of forms.
11. Ability to exercise independent judgment in the interrelation and application of standard practices and procedures.
12. Ability to learn basic accounting functions and maintain computerized accounting records.
13. Ability to organize and schedule work assigned by two or more office administrators.
14. Greeting callers and visitors to the Association office feel welcome and positive about the Association.

Specific Performance Expectations of the Administrative Assistant

This job position may change or evolve in the future, but is not limited to the following:

1. Meet and interact with public and employees in routine situations which require tact, discretion, and courtesy.
2. Provide a variety of clerical duties involving all but the most complex matters.
3. Give information and interpretations of policies or procedures related to Utah School Board Association, Utah School Superintendents Association, USBA Health and Flexible Spending Pool, and the Utah School Board Risk Management Mutual Insurance Association.
4. Establish, maintain, and monitor accurate, neat, and efficient electronic and manual filing systems.
5. Sort and classify incoming mail and other information for efficient disbursement to appropriate recipients.
6. Prepare letters, programs, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials from marginal notes, rough drafts, verbal instructions or dictating equipment.
7. Compile information from various sources on a variety of standardized forms.
8. Assist in the operation and training of new employees and volunteers.
9. Prepare accurate minutes of meetings.
10. Handle confidential information with complete security.
11. Organize and maintain Association Library.

Utah School Boards Association Job Description

Title: Associate Executive Director for Legislative Services of the Utah School Boards Association and Executive Director of the Utah School Superintendents Association- Full Time

Accountability

The Associate Executive Director is accountable to the Executive Director of the Association. Position is funded by USSA dues.

Nature of the Position

As an administrator of the Association, the Associate Executive Director will continually and effectively translate the Association's philosophy, goals, bylaws, and objectives into action to directly benefit the members of the Association.

The Associate Executive Director effectively administers the assigned division with an ever present, overriding awareness of and concern for, the impact of such efforts of their division upon the members of the Association.

General Performance Expectation of the Associate Executive Director

1. Provide leadership in the development of appropriate and productive programs for the division.
2. Prepare and submit annually to the Executive Director budgets for their division.
3. Keep fully informed of all laws, regulations, statutes, rules and policies affecting the division and interpret such when called upon to do so.
4. Attend all Executive and Board of Directors meetings as assigned by the Executive Director.
5. Prepare drafts of needed board regulations or policies for the Association and prepare reports for the Executive Director.
6. Communicate to the Executive Director requirements and needs of the Association as expressed by staff associates or Association members.
7. Keep current concerning developments and innovations in professional fields by reading current literature, attending professional and Association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
8. Assist in the determination of types of programs needed by the Association and make appropriate recommendations.
9. Prepare and submit reports and other documents as required by the Executive Director and the Board of Directors.
10. Work cooperatively with leaders of other administrative divisions in interpreting and coordinating individual efforts into unified programs for the Association.

11. Maintain a positive, visible image for the Association in the education community and with other key publics by serving as a liaison to various assigned groups.
12. Provide supervision of support staff, keep required records, and perform such other duties as may be reasonably required by the Executive Director.

Specific Performance Expectations of the Associate Executive Director Assigned as Association Legislative Specialist and Executive Director of the Utah School Superintendents Association

1. Assumes administrative responsibility for all the legislative activities of the Association including the following: (time on task-25% USBA, 25% USSA)
 - a. Holding hearings within regions to provide opportunity for analysis of the various legislative needs identified and to prioritize legislative needs.
 - b. Consolidating legislative needs gathered from legislative meetings in regions throughout the state and compiling reports for the attention of the Association's legislative body.
 - c. Organizing and scheduling the annual meeting of the Association's legislative body, which assembles for the purpose of reaching a consensus on the legislation which the and prioritization for the upcoming session of the Legislature.
 - d. Mobilizing the members of the Association for effective lobbying activities with members of the Legislature, Governor's Office, and education and legislative interest groups.
 - e. Attending daily sessions of the Legislature, including appropriate committee sessions, both during the period the Legislature is in session and the interm session.
 - f. During the time the Legislature is in session, keeping the Executive Director informed daily concerning the status of legislation impacting public schools and making recommendations concerning appropriate involvement of professional staff with school board members and the Legislature.
 - g. Informing the members of the Association concerning the status of proposed legislation which impacts public school efforts and constantly encouraging school board member, educator, and citizen involvement with the Legislature so as to advance the goals of the Association and of public schools of Utah.
 - h. At the close of each legislative session, compiling and circulating within the Association a report of legislation which impacts public education.
 - i. Cooperating with other organizations in supporting legislation which is in the best interests of public education and is consistent with Association goals.

2. Fulfills the responsibilities assigned by the Officers of the Utah School Superintendent Association (USSA) in the time allocated for that assignment including but not limited to the following: (time on task-25%)
 - a. Under the direction of the USSA First Vice-President, and organize the annual summer conference.
 - b. Plan monthly meetings, as directed by the USSA President
 - c. Prepare an annual budget and manage accounts for USSA funds.
 - d. Serve as a resource person for superintendents on matters pertaining to policy development and implementation and other management activities.
 - e. Serve as liaison between the USSA and AASA.
 - f. Maintain an effective communication system among superintendents.
 - g. Assist in coordination of professional development for superintendents.
 - h. Assist in other activities of USSA as directed by its Officers.
 - i. Help develop close and effective working relationships between the Utah School Boards Association and the USSA.
3. Serve as staff member to various USBA committees, as assigned by the Executive Director. Works cooperatively with committee members to plan and organize meetings training, and workshops and to carry out all committee assignments. (time on task-15%)
4. Performs such other tasks and assume other responsibilities as the Executive Director may assign. (time on task-10%)

Utah School Boards Association Job Description

Title: Associate Executive Director of the Utah School Boards Association -Fulltime

Accountability

The Associate Executive Director is accountable to the Executive Director of the Association. Position is funded by insurance programs.

Nature of the Position

As an administrator of the Association the Associate Executive Director will continually and effectively translate the Association philosophy, goals, bylaws and objectives into activities that directly benefit the members of the Association.

The Associate Executive Director effectively administers the assigned division with an ever present, and overriding awareness of, and concern for, the impact of such efforts upon the members of the Association.

General Performance Expectation of the Associate Executive Director

1. Provide leadership in the development of appropriate and productive programs for the division.
2. Prepare and submit annually to the Executive Director budgets for their division.
3. Keep fully informed of all laws, regulations, statutes, rules and policies affecting the division and interpret such when called upon to do so.
4. Attend all Executive and Board of Directors meetings as assigned by the Executive Director.
5. Prepare drafts of needed board regulations or policies for the Association and prepare reports for the Executive Director.
6. Communicate to the Executive Director requirements and needs of the Association as expressed by staff associates or Association members.
7. Keep current concerning developments and innovations in professional fields by reading current literature, attending professional and Association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
8. Assist in the determination of types of programs needed by the Association and make appropriate recommendations.
9. Prepare and submit reports and other documents as required by the Executive Director and the Board of Directors.
10. Work cooperatively with leaders of other administrative divisions in interpreting and coordinating individual efforts into unified programs for the Association.
11. Maintain a positive, visible image for the Association in the education community and with other key publics by serving as liaison to various assigned groups.

12. Provide supervision of support staff, keep required records, and perform such other duties as assigned by the Executive Director.

Specific Performance Expectations of the Associate Executive Director

1. Assumes administrative responsibility for the Association including the following: (time on task-60%)
 - a. Manage and monitor the progress of implemented programs as assigned by the Executive Director to assure their continued success.
 - b. Respond to requests for assistance from school board members and administrators.
 - c. Cooperate with other organizations to advance the best interests of public education as directed by the Executive Director.
 - d. Communicate pertinent messages to all school districts.
 - e. Adhere to established budget parameters.
 - f. Strive to ensure that every school board/school district is aware of the USBA programs and services.
 - g. Communicate to every school board the benefits of USBA membership.
 - h. Conduct needs assessments with in the school districts to determine their service needs.
2. Serves as staff member to the Health Insurance Pool as assigned by the Executive Director. Works cooperatively with committee members to plan and organize meeting, training workshops, and other committee assignments. (time on task-20%)
3. Performs such other task and assumes other responsibilities as the Executive Director may assign. (time on task-20%)

“Upon the subject of education,
not presuming to dictate
any plan or system respecting it,
I can only say that I view it as
the most important subject which
we as a people can be engaged in.”

- Abraham Lincoln



**UTAH SCHOOL BOARDS
ASSOCIATION**

Building Better Boards