

Expectations for all Officers of the NAPDS: Executive Council and Board of Directors

General Expectations of all NAPDS Officers

Each new officer should:

- read and be familiar with the association's by-laws
- read and be familiar with *What is Means to be a Professional Development School (the nine essentials of PDS work)*
- understand the mission of the NAPDS and how her/his role helps to contribute to that mission
- understand the role of the Executive Council and Board of Directors as officers of the NAPDS
- understand the relationship between the NAPDS (i.e., the Association) and USC (i.e., the PDS National Conference)
- think about how to promote the NAPDS as an association as well as the work of the NAPDS (e.g., generating revenue, getting the PDS message out through various channels)

All officers:

- should read her/his job description in the by-laws and be familiar with the responsibilities
- will have responsibility throughout the year to help with association business (such as projects, writing initiatives, and participation in the NAPDS efforts at the PDS National Conference) in addition to the specific responsibilities of that office
- may be asked to take the "lead" on a particular task and work with other officers (typically via email and phone) and have materials to other officers in a timely fashion
- are expected to participate fully at meetings, during phone conference calls, and via email "conversations"
- will have their names and contact information, depending on the office held, included with the call for nominations of new NAPDS officers, as contacts for those considering applying
- will contact the incoming person for their respective position to discuss their experiences and the "unwritten" expectations of the positions

Time Commitments of the NAPDS Officers

- The day-to-day time commitments are minimal; checking e-mail regularly is the most frequent way to keep in communication with other officers and to be informed of issues that are being addressed outside of the three board meetings.
- Days "away from work" are kept to a minimum. Typically there is an additional day after the PDS National Conference for a board meeting and then a "Friday or Sunday" added to a Saturday board meeting two other times during the year (August/September and January).
- The NAPDS officers communicate via one hour conference calls (no expense to the officers) typically once or twice between each face-to-face meeting. These conference calls are preceded by a written agenda from the President and are scheduled to best fit the maximum number of EC&BD participants.

Cost Commitments of the NAPDS Officers

- Travel expenses up to \$300 may be reimbursed by the NAPDS for each of the two board meetings not associated with the PDS National Conference. Costs that may be reimbursed include travel and hotel. Meals associated with the board meeting are paid for by the NAPDS. All other costs are to be incurred by the officer.
- Travel expenses and costs related to participation in the PDS National Conference and the board meeting held at that time are the responsibility of each officer.