



## **LEGISLATIVE CHAIR**

Beacon Hill PTA 6.15.42

The Legislative Chair is a member of the PTSA board of directors and executive committee. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. A commitment of at least two terms is desirable.

### Duties and Responsibilities

- The Legislative Chair(s) attends and participates in meetings of the board of directors, executive committee, and general membership meetings.
- The Legislative Chair(s) represents the interests of the Beacon Hill International School community in meetings of various policy making groups (i.e. school board, Seattle Council PTSA, statewide PTSA, community groups).
- The Legislative Chair(s) presents pertinent policymaking information to the general membership and solicits input and guidance. When, because of scheduling conflicts, information cannot be presented to the entire general membership, the Legislative Chair(s) will seek input and guidance from the Board of Directors.
- The Legislative Chair(s) encourages and supports involvement of members of the Beacon Hill International School community in policymaking deliberations by informing them of opportunities, recruiting members willing to serve on committees and other policymaking groups.
- The Legislative Chair(s) writes reports for inclusion in school newsletters and other communications media to the general membership.
- The Legislative Chair(s) works to recruit and orient prospective Legislative Chair(s) and other members interested in participating in policymaking work.
- The Legislative Chair(s) work with the Membership Chair to craft messages that should be disseminated to the general membership through the Membership PTA email list.