



## Standard Operating Procedures – Assistant Liaison

### **Purpose:**

The assistant superintendent liaison will serve as a voice for the assistant superintendents to the Peaks & Prairies GCSA Board of Directors, offering the perspective of the assistants in the region and serving to unify the assistant superintendents of the Peaks & Prairies GCSA region.

### **Responsibilities:**

- \* The term is approximately two years.
- \* The assistant superintendent liaison is expected to attend the spring and fall board meetings held in conjunction with the spring and fall conferences. The liaison will review the board package prior to the board meeting and be prepared for discussion.
- \* It is the responsibility of the assistant liaison to remain in contact with other assistants in the region to properly represent the classification to the Board of Directors.
- \* The assistant superintendent liaison position is not a voting position, but the contribution to board discussion is valuable.
- \* The assistant superintendent will chair the silent auction held in conjunction with the “Almost” Spring Meeting.
- \* The assistant superintendent liaison will be responsible for gathering 2-3 articles each year written by assistant superintendents for the chapter newsletter.
- \* The assistant superintendent liaison participates in board discussion as needed via email or formats as directed by the Board of Directors.
- \* The assistant superintendent liaison is welcome to volunteer for additional responsibilities or perform additional tasks than listed in this document.

*Nothing contained in this document is intended to be in violation of the Peaks & Prairies GCSA bylaws or articles of incorporation. If such violation does exist, the Peaks & Prairies GCSA bylaws or articles of incorporation shall prevail.*