



Pennsylvania Association of School Business Officials

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PASBO Regional Chapter Affiliation Agreement

The Pennsylvania Association of School Business Officials believes that a unified and effective state wide association requires strong regional organizations. Successful Regional Chapters will contribute to PASBO's ability to meet strategic initiatives and will contribute services to the benefit of all students through the individual and collective efforts of the members comprising each Regional Chapter.

Moreover, each Regional Chapter can add value to PASBO membership by enhancing networking opportunities, sharing information and developing solutions to regional issues. As a statewide organization, PASBO vows to support regional organizational governance with resources to ensure that each Regional Chapter remains valuable partners with their members.

By providing leadership development opportunities, each Regional Chapter creates future leaders for the governance of PASBO.

Each Regional Chapter must be a collaborative partner. Without the support, involvement and contributions of each Regional Chapter, PASBO can not achieve strategic and operational goals. This Regional Chapter Affiliation Agreement will formalize and instill the resources PASBO will provide to all Regional Chapters to make them vibrant contributors to achieving our mission and mutual organizational goals.

In affirming our commitment and support to Regional Chapters:

PASBO will annually provide a leadership training forum for all Regional Chapter leaders. Presently, this forum is the *Steel Eagle Leadership Institute*. PASBO will provide for meals, lodging and travel reimbursement for the president of each affiliated Regional Chapter and other chapter officers as resources permit. This annual event will focus on leadership training, create networking opportunities and provide for Regional Chapter planning.

PASBO will annually review and update, as needed, the Regional Chapter Officer's Manual to assist all Regional Chapters in the organization and administration of the duties of the respective Regional Chapter offices.

PASBO will at least quarterly provide a communication to update and inform all Regional Chapter leaders. Presently, this communication is the *Chapter Chat*. This newsletter will be designed to provide brief and concise articles for all Regional Chapter officers and their members.

PASBO will maintain an interactive technology tool for officers of each Regional Chapter in order to communicate electronically with their members on Regional Chapter activities and issues affecting school business operations. Presently this tool is *ListServ* or *Ning*.

Annually, the PASBO staff will meet in person, at the request of the chapter, with Regional Chapters and at mutually agreed upon dates in an effort to maintain and enhance the relationship between PASBO and its members. Presentations at Regional Chapter meetings will focus on PASBO activities, educational policy and legislative issues.

PASBO staff and members of the Board of Directors will be assigned as Regional Chapter liaisons in order to promote continuous communication.

PASBO will assign a Regional Chapter Liaison, in addition to the staff and Board of Director liaison, to work with Regional Chapter officers to assure that PASBO members receive added value from Regional Chapter participation to enhance PASBO membership

PASBO will annually canvass active and business associate members to participate as presenters at Regional Chapter meetings. This inventory of presenter resources will be made available to all Regional Chapter officers responsible for program planning in the *Speaker's Bureau*.

Each year, PASBO will provide an opportunity for all Regional Chapter leaders to meet prior to the Annual Conference to exchange ideas and information, discuss best practices in Regional Chapter management and prepare any recommendations necessary for presentation to the PASBO Board of Directors.

PASBO will recognize the time and effort of all Regional Chapter presidents at the annual conference and in formal communication with the

superintendent/executive director and board of the local education agency on an annual basis.

In affirming Regional Chapter commitment and support to PASBO:

Each Regional Chapter will agree to annually designate at least one officer to attend and actively participate in the annual Leadership Conference. Presently, this forum is the *Steel Eagle Leadership Institute*.

Each Regional Chapter will agree to appoint a member to serve on the PASBO Legislative Committee to ensure equitable geographic representation of the PASBO membership; the appointed member is responsible for notifying the PASBO Legislative Committee and/or staff liaison of legislative issues occurring within the Regional Chapter's legislative district(s).

Each Regional Chapter will agree to appoint a mentorship contact who will assist and coordinate assignment of mentors for those members requesting mentorship assistance.

Each Regional Chapter will support recognition of peers by encouraging submissions for PASBO awards programs.

Each Regional Chapter will encourage membership in PASBO by every local education agency within the Regional Chapter boundaries and shall require all Regional Chapter officers to be members of PASBO.

The officers of each Regional Chapter shall organize and hold regular meetings during the fiscal year. The number of these meetings shall be at the discretion of the officers with the concurrence of the membership. The Regional Chapter's appointed member to the PASBO Legislative Committee will endeavor to schedule and coordinate at least one annual opportunity for the Regional Chapter to discuss school operation issues and circumstances with their elected state officials.

Each Regional Chapter shall annually elect a President, Vice President and Secretary/Treasurer and report their election to PASBO immediately. The term of office shall be for one year or until an individual is duly elected to succeed any of these positions.

Each Regional Chapter will annually provide all necessary information to the PASBO headquarters including meeting dates, other event schedules,

membership listing, year-end summary of Regional Chapter activities and meeting attendance lists.

Each Regional Chapter will endeavor to consult the PASBO calendar to avoid conflicts between PASBO events and Regional Chapter activities.

All Regional Chapter officers will present this Affiliation Agreement to their membership present at a regularly scheduled meeting as part of the agenda and will approve its commitment to PASBO with a majority vote in the affirmative.

On behalf of the _____ Regional Chapter, we affirm our commitment and partnership with the Pennsylvania Association of School Business Officials by executing this Affiliation Agreement which shall be effective for three (3) years or until revoked or superseded.

_____	_____	_____
President	Vice President	Secretary/Treasurer
_____	_____	_____
Date	Date	Date