



Duties of the NYSPA Council of Representatives

Duties of the Collective Body

NYSPA's Council of Representatives has a collective, fundamental duty of overseeing the Association's fulfillment of its mission to its constituents, ensuring it does the best work possible in pursuit of its mission and goals, and is responsible for effective governance.

In its role as an oversight body, Council sets and confirms policies that govern how NYSPA will be managed and has three major responsibilities: strategic thinking and direction setting; establishing policy; and operational oversight.

In pursuit of fulfilling its collective duties, Council:

- Defines NYSPA's mission and vision for the future;
- Establishes overall long- and short-term goals, objectives, and priorities for NYSPA in meeting the needs of the community;
- Ensures the resources necessary for achievement are available and used efficiently;
- Defines what success looks like for NYSPA and determines the evaluation criteria for measuring whether or not Council and NYSPA has achieved success.

Individual Duties of Council Members

Just as the Council of Representatives has collective duties & responsibilities, individual Council members are also entrusted with individual responsibilities. By accepting their elected position, every NYSPA Council member commits themselves to the following:

- Ability to provide at least four (4) hours a week to attend to NYSPA business needs, and remain up to date with Association communications between fellow Council and committee members and management staff;
- Know NYSPA's mission, purpose, goals, policies, programs, services, and strategic objectives;
- Be familiar with & adhere to NYSPA's Bylaws, Rules of Council, and Policies & Procedures;
- Participate in making decisions on issues, policies, and other matters;
- Actively serve on at least one (1) committee;



- Be a NYSPA ambassador & promote its membership through personal & professional networks;
- Support Association events and encourage support and attendance by colleagues;
- Attend & participate in Council & committee meetings, and adhere to meeting policies;
- Know and understand the Association's financial position, budget and treasurer reports, and otherwise help Council fulfill its financial fiduciary responsibility;
- Be available to mentor a new Council member;
- Call to the attention of the NYSPA's president issues of potential significance to the Association, do not stay silent with questions or concerns;
- Work in good faith with other Council members toward achievement of NYSPA goals, putting aside personal biases and presumptions and remaining open to thoughts, ideas and suggestions, allowing for open dialogue and teamwork.