



# AWSP Governance

## Grade-Level Leadership Committee Standard Operating Procedures

### **AWSP Mission Statement**

AWSP Grade-Level Leadership Committees exist to further the mission of AWSP in the support of principals and the principalship in the education of all kids.

### **AWSP Goals**

1. Equip principals and assistant principals in our state to be equity-focused leaders who can confidently dismantle historical inequities in our system.
2. Reduce the churn of leadership in our state by striving to support the increased effectiveness and sustainability of principals and assistant principals.
3. Continue focusing on organizational health throughout ongoing internal and external changes while maintaining and building upon the strength and reputation of AWSP.

### **SOP Contents**

1. Name
2. Purpose
3. Roles and Responsibilities
4. Language and Terminology
5. Service Benefits
6. Grade-Level Leadership Committee Selection Process
7. Grade Level Leadership Executive Officer Positions, Term limits, and Responsibilities
8. Grade-Level Leadership Committees Composition
9. Meeting Standard Operating Procedures
10. Annual Schedule of Leadership Events
11. Grade-Level Executive Officer Travel Obligations
12. Reimbursement Policies and Procedures

### **Section 1: Name**

- AWSP Grade-Level Leadership Committees (Elementary, Middle Level, and High School)

### **Section 2: Purpose**

- To represent and serve as the grade-level specific voice of principals in the state of Washington to and from the governing Board of the Association of Washington School Principals (AWSP) and support the mission, vision, and goals of AWSP.

### **Section 3: Roles and Responsibilities**

- Represent the context of “principaling” in ESD specific regions
- Serve as an AWSP conduit of information to and from ESD regions
- Represent principal voice from regions throughout the state
- Advocate for principals, the principalship, and each and every student
- Attend scheduled AWSP Committee meetings
- Serve on liaison and task force groups as needed
- Collaborate with local ESD leaders to provide regional support to principals
- Assist in the promotion and distribution of AWSP communications, events, and resources
- Serve as an ambassador of AWSP by attending AWSP professional learning events when possible

#### **Section 4: Language and Terminology**

- AWSP Board
  - Definition: The governing board of the Association of Washington School Principals (AWSP).
  - Purpose: The Board of Directors shall be responsible for carrying out the purposes of the organization.
- AWSP Board Executive Committee
  - Definition: A representative body of officers from the Grade-Level Leadership Committees who work directly with the Executive Director of AWSP.
  - Purpose: Oversee the mission of AWSP ensuring the ongoing governance and fiscal oversight of the organization.
- AWSP Grade-Level Leadership Committee
  - Definition: A state-wide representative body comprised of AWSP Active Members (principals, assistant principals and others engaged in school building leadership) from each of the nine Educational Service Districts.
  - Purpose: To support the mission of AWSP in an equitable manner representing grade-level specific needs, concerns, and voice.
- Grade-Level Leadership Committee Executive Officers
  - Definition: Leadership positions (see Section 7) for the Grade-Level Leadership Committee selected by the Executive Committee of each Grade-Level Committee.
  - Purpose: Assist in the collective vision, direction and decision making of each Grade-Level Leadership Committee.
- Grade-Level Leadership Executive Committee
  - Definition: The seven person representative leadership and decision-making body of each Grade-Level Leadership Committee (see Section 7) that also serves as the direct liaison to the AWSP Board.
  - Purpose: Collectively lead the vision, direction, and decision making of each Grade-Level Leadership Committee.
- AWSP Regional Representative
  - Definition: An AWSP Active Member (principal, assistant principal and other engaged in school building leadership) selected to represent a grade-level (elementary, middle or

- high) serving as both a Grade-Level Leadership Committee member and as part of an ESD Regional Leadership Team.
  - Purpose: Serve as a direct liaison to AWSP and the voice of principals from their representative grade-level and respective ESD region.
- AWSP Regional Leadership Team
  - Definition: A group of AWSP Active Members (principals, assistant principals and others engaged in school building leadership) serving on the Grade-Level Leadership Committees from each of the nine ESD regions.
  - Purpose: Serve as a regional conduit of information to and from a region. Collaborate with AWSP Executive Staff Member assigned to an ESD (hereafter referred as AWSP Regional Director) and ESD Liaison to host regional principal networks as determined by the Regional Leadership Team.
- AWSP Regional Team Leader
  - Definition: An AWSP Active Member (principal, assistant principal and other engaged in school building leadership) nominated by the Regional Leadership Team to serve as a liaison between the ESD region, the AWSP Regional Director, and the ESD assigned liaison.
  - Purpose: To serve as a liaison to both the AWSP Regional Director and ESD assigned personnel in the planning and coordination of regional meetings, professional learning opportunities, and principal networks.
- AWSP Board Representative (Chair, Past Chair, Vice Chair, Budget Rep)
  - Definition: Represent the AWSP Grade-Level Committee by serving on the AWSP Board and WSPEF Board (The Foundation).
  - Purpose: Take an active role in AWSP governance and maintaining the mission, vision, and goals of AWSP.
- AWSP Budget Chair
  - Definition: An AWSP Active Member appointed by the Grade-Level Executive Committees on a three year rotational basis (Elementary, Middle, and High) who serves a 3-year term and works directly with the Executive Director and Finance Director in the financial oversight of the organization.
  - Purpose: Serve as the fiduciary agent and direct liaison to and from the AWSP Board in the maintenance and oversight of the AWSP and WSPEF budgets.

### **Section 5: Service Benefits**

- Instant professional learning network of statewide school leaders.
- Access to other stakeholder groups, agencies, and organizations.
- Priority access to current data, policy changes, information, and research.
- Ability to influence policy decisions impacting principals at the state and national level.
- Represent principal voice in respective regions.
- Represent principals from Washington through regional and national AWSP sponsored travel.
- Opportunity to give back to the principalship.
- Provide current, relevant, and timely information to school district leadership teams.

## Section 6: Grade-Level Leadership Committee Selection Process

- Each Grade-Level Leadership Committee will identify open positions at the April Principal Leadership Weekend.
- Open positions will be posted on the AWSP Job Jar (or equivalent) as well as through ESD communication channels.
- Positions will be posted on May 1 and will close on June 1.
- Active members who are interested in open positions must email the AWSP Regional Director indicating:
  - Rationale for interest in the leadership position.
  - Background/work history that supports candidacy.
  - Current and/or past involvement in AWSP related events.
  - Vision for the Grade-Level Leadership Committee and AWSP.
  - Statement of intent and commitment to attend all expected meetings and events or assign a designee.
- AWSP Regional Director and Regional Team Leader will work to fill the vacancies as needed. When necessary, the ESD Liaison will be invited into the nomination process.
- Position selection determined by:
  - Review of qualifications submitted in the letter of interest.
  - Current regional composition (small/large school, etc.).
  - Geographic representation.
  - Other demographic considerations.
- If the Selection Committee determines that a site visit and/or interview is necessary to make final determination, then the AWSP Regional Director will coordinate necessary next steps.
- AWSP staff will communicate selection results to all nominees and new AWSP Regional Representatives. Notification will also be sent to districts and ESD liaisons.
- Term begins July 1.
- Initial service responsibility for a new AWSP Regional Representative will be at the Fall Principal Leadership Weekend.
- AWSP Regional Team events prior to the Fall Principal Leadership Weekend may be scheduled and will be regionally determined.
- Additional Considerations and Procedures:
  - Attendance Expectations: Interested AWSP Active Members who are selected to serve as Regional Reps are expected to attend all three Principal Leadership Weekends (October, January and April).
  - Designee Process: If a Regional Rep is unable to attend a meeting, that Regional Rep has the authority to assign and send a designee to the meetings to participate, represent the voice of the region, and disseminate information back to region members.
  - Balanced Committee Rotation/Turnover: Although term limits (described below) exist to provide increased opportunities for AWSP members to get involved in AWSP governance, Grade-Level Executive Committees will have the authority to overrule normal rotations by extending another year of service for regional reps in order to provide continuity of boards and a balanced rotation of members.

- Mid-year Vacancies: If a grade-level leadership position becomes available outside of the above prescribed timeline, the Grade-Level Executive Committee related to the vacancy will work with the AWSP Regional Director, as well as the ESD liaison, to fill the vacancy as soon as possible considering the factors of regional composition, geographic representation, and other demographic considerations.

## **Section 7: Grade Level Leadership Executive Officer Positions and Responsibilities**

- All Executive Officer positions terms-of-service begin on July 1.
- Vice Chair
  - Term: Year 1 of a 3-Year Commitment (Vice Chair, Chair, Past Chair)
  - Roles and Responsibilities:
    - Roles:
      - Serve on the AWSP Board
      - Serve on the AWSP Budget Committee
      - Assist in the leadership leadership on the Grade-Level Executive Committee
      - Assist in the leadership on the Grade-Level Leadership Committee
      - Help set the direction of the Grade-Level Leadership Committee
    - Responsibilities:
      - Assist the Chair in all functions of the Leadership Committee
      - Capture important meeting takeaways to be shared statewide through regional and AWSP channels
  - Selection Process:
    - At the January Advocacy Leadership Weekend, each Executive Committee of the larger Grade-Level Leadership Committees will announce the open position for Vice Chair.
    - All currently serving Grade-Level Committee members are eligible for the position.
    - The Vice Chair position shall rotate annually between east (ESDs 171, 105, 101 and 123) and west (ESDs 189, 121, 114, 113, and 112) sides of the state.
    - Interested parties must contact via email the current Chair and the appropriate AWSP Director assigned to a Grade-Level Leadership Committee.
    - Interested parties must include in their email “Letter of Interest” a statement that includes:
      - Rationale for interest in the leadership position
      - Background/work history that supports candidacy
      - Current and/or past involvement in AWSP related events
      - Vision for the Grade-Level Leadership Committee and AWSP
    - The application window will be open until March 1
    - The Grade-Level Executive Committee will conduct a conference call and/or Zoom meeting to discuss potential candidates and make the final selection based on:

- Letter of interest
  - Background/experience
  - Regional representation
    - Demographic considerations (i.e. Executive Committee composition)
  - The Chair will notify the finalist
  - The Vice Chair selection results will be announced at the April Principal Leadership Weekend
  - Term-of-service begins July 1
- Chair
  - Term: Year 2 of a 3-Year Commitment (Vice Chair, Chair, Past Chair)
  - Roles and Responsibilities:
    - Roles:
      - Serve on the AWSP Executive Committee
      - Serve on the AWSP Board
      - Serve on the WSPEF Board (The Foundation)
      - Lead the Grade-Level Leadership Executive Committee
      - Lead the Grade-Level Leadership Committee
    - Responsibilities:
      - Set the direction of the Grade-Level Leadership Committee
      - Work collaboratively with assigned AWSP Executive Staff
      - Facilitate meetings associated with Grade-Level Leadership Committees
      - Collaborate with leaders from other educational agencies and organizations
      - Testify when called upon for grade-level specific policy and advocacy discussions
  - Selection Process:
    - Rotates into the Chair position after serving as the Vice Chair (See Vice Chair Selection process)
- Past Chair
  - Term: Year 3 of a 3-Year Commitment (Vice Chair, Chair, Past Chair)
  - Roles and Responsibilities:
    - Roles:
      - Serve on the AWSP Board
      - Assist in the leadership the Grade-Level Leadership Executive Committee
      - Assist in the leadership the Grade-Level Leadership Committee
    - Responsibilities:
      - Help set the direction of the Grade-Level Leadership Committee
      - Collaborate with leaders from other educational agencies and organizations
      - Coordinate and facilitate the orientation of new Regional Representatives in conjunction with the other Grade-Level Leadership Past Chairs

- Leads the annual review of the Grade-Level Leadership Committee Standard Operating Procedures
    - Selection Process:
      - 3rd and final year of the chair rotation (See Vice Chair Selection process)
  - Grade-Level Budget Representative
    - Term: 3 Years
    - Roles and Responsibilities:
      - Roles:
        - Represent their respective Grade-Level Leadership Committee on the AWSP Budget Committee
        - Serve on the Grade-Level Executive Committee
        - Serve on the Grade-Level Leadership Committee
        - Serve on the AWSP Board
        - Serve on the WSPEF Board (The Foundation)
      - Responsibilities:
        - Advocate for the specific needs of AWSP and the grade-level represented
        - Work to support the mission of AWSP by serving as a steward of AWSP resources
    - Selection Process:
      - At the January Advocacy Leadership Weekend, each Executive Committee of the larger Grade-Level Leadership Committees will announce the open position for Grade-Level Budget Representative (in accordance with term rotation).
      - All currently serving Grade-Level Committee members are eligible for the position.
      - Interested parties must contact via email the Grade-Level Leadership Committee Chair and the appropriate AWSP Director assigned to a Grade-Level Leadership Committee
      - Interested parties must include in their email “Letter of Interest” a statement that includes:
        - Rationale for interest in the leadership position
        - Background/work history that supports candidacy
        - Current and/or past involvement in AWSP related events
        - Vision for the Grade-Level Leadership Committee and AWSP
      - The application window will be open until March 1
      - The Grade-Level Executive Committee will conduct a conference call and/or Zoom meeting to discuss potential candidates and make the final selection based on:
        - Letter of interest
        - Background/experience
        - Regional representation
        - Demographic considerations (i.e. Executive Committee composition)
      - The Chair will notify the finalist

- The Grade Level Budget Rep selection results will be announced at the April Principal Leadership Weekend
    - Term-of-service begins July 1
- National Liaisons to NAESP/NASSP
  - Term: 3 Years (with an option to roll into another term)
  - Roles and Responsibilities:
    - Roles:
      - Work with the AWSP Director of Advocacy and Government Relations
      - Work with the NAESP or NASSP Advocacy Leaders
      - Attend either Zone 9 or Region 7 meetings
      - Work with Zone 9 or Region 7 leaders
      - Serve on the AWSP Advocacy Advisory Council
    - Responsibilities:
      - Testify when called upon for grade-level specific policy and advocacy discussions
      - Work collaboratively to develop the AWSP Legislative Platform
      - Work collaboratively to develop the AWSP January Advocacy Weekend
      - Report back to the Grade-Level Leadership Committees and solicit feedback from each respective group
      - Help lead and coordinate AWSP’s attendance and participation in the NAESP and NASSP spring advocacy events in Washington DC
      - Work with AWSP Communications Director in sharing principal voice and testimony
  - Selection Process:
    - At the January Advocacy Leadership Weekend, each Executive Committee of the larger Grade-Level Leadership Committees will announce the open position for NAESP/NASSP Rep.
    - All currently serving Grade-Level Committee members are eligible for the position.
    - Interested parties must contact via email the current Chair and the Director of Advocacy and Government Relations
    - Interested parties must include in their email “Letter of Interest” a statement that includes:
      - Rationale for interest in this specific advocacy leadership position
      - Background/work history that supports candidacy
      - Current and/or past involvement in AWSP related events
      - Vision for the Grade-Level Leadership Committee and AWSP
    - The application window will be open until March 1
    - The Director of Advocacy and Government Relations and the Grade-Level Executive Committee will conduct a conference call and/or Zoom meeting to discuss potential candidates and make the final selection based on:
      - Letter of interest
      - Advocacy background/experience



- Regional representation
    - Demographic considerations (i.e. Executive Committee composition)
  - The Chair will notify the finalist
  - The NAESP/NASSP Rep selection results will be announced at the April Principal Leadership Weekend
  - Term-of-service begins July 1 (attend national conferences in mid-July)
- At-Large Urban School Rep
  - Term: 3 Years
  - Roles and Responsibilities:
    - Roles:
      - Serve as a statewide urban school representative
      - Assist in the leadership the Grade-Level Leadership Executive Committee
      - Assist in the leadership the Grade-Level Leadership Committee
      - Help set the direction of the Grade-Level Leadership Committee
    - Responsibilities:
      - Work with the AWSP Executive Staff to identify and advocate for the unique needs of urban schools
      - Represent the voice of urban school principals, assistant principals and other building school leaders
      - Collaborate with ESD assigned liaisons
  - Selection Process:
    - At the January Advocacy Leadership Weekend, each Executive Committee of the larger Grade-Level Leadership Committees will announce the open position for At-Large Urban School Rep.
    - All currently serving Grade-Level Committee members are eligible for the position.
    - Interested parties must contact via email the current Chair and the appropriate AWSP Director assigned to a Grade-Level Leadership Committee
    - Interested parties must include in their email “Letter of Interest” a statement that includes:
      - Rationale for interest in the leadership position
      - Background/work history that supports candidacy
      - Vision for the Grade-Level Leadership Committee and AWSP
    - The application window will be open until March 1
    - The Grade-Level Executive Committee will conduct a conference call and/or Zoom meeting to discuss potential candidates and make the final selection based on:
      - Letter of interest
      - Background/experience in large urban systems
      - Regional representation
      - Demographic considerations (i.e. Executive Committee composition)
    - The Chair will notify the finalist

- The At-Large Urban School Rep selection results will be announced at the April Principal Leadership Weekend
    - Term-of-service begins July 1
- At-Large Rural School Rep
  - Term: 3 Years
  - Roles and Responsibilities:
    - Roles:
      - Serve as a statewide rural school representative
      - Assist in the leadership the Grade-Level Leadership Executive Committee
      - Assist in the leadership the Grade-Level Leadership Committee
      - Help set the direction of the Grade-Level Leadership Committee
    - Responsibilities:
      - Work with the AWSP Executive Staff to identify and advocate for the unique needs of rural schools
      - Represent the voice of rural school principals, assistant principals and other building school leaders
      - Collaborate with ESD assigned liaisons
  - Selection Process:
    - At the January Advocacy Leadership Weekend, each Executive Committee of the larger Grade-Level Leadership Committees will announce the open position for At-Large Rural School Rep.
    - All currently serving Grade-Level Committee members are eligible for the position.
    - Interested parties must contact via email the current Chair and the appropriate AWSP Director assigned to a Grade-Level Leadership Committee
    - Interested parties must include in their email “Letter of Interest” a statement that includes:
      - Rationale for interest in this rural school leadership position
      - Background/work history that supports candidacy
      - Vision for the Grade-Level Leadership Committee and AWSP
    - The application window will be open until March 1
    - The Grade-Level Executive Committee will conduct a conference call and/or Zoom meeting to discuss potential candidates and make the final selection based on:
      - Letter of interest
      - Background/experience in rural school systems
      - Regional representation
      - Demographic considerations (i.e. Executive Committee composition)
    - The Chair will notify the finalist
    - The At-Large Rural School Rep selection results will be announced at the April Principal Leadership Weekend
    - Term-of-service begins July 1

## **Section 8: Grade-Level Leadership Committees Composition**

- Elementary Principal Leadership Committee
  - 27+ Elementary Principals representing 9 ESDs
    - ESD 121 5 Reps
  - 1 AWSL Regional Leader
  - 1 POY (if applicable)
  - 1 AWSP Executive Staff
  - Additional Liaisons (as needed/requested):
    - OSPI Liaison as needed
    - ESD Liaison
    - Other Stakeholder Groups (by invitation only)
- Middle Level Principal Leadership Committee
  - 27+ Middle Level Principals representing 9 ESDs
    - ESD 121 5 Reps
  - 1 AWSL Regional Leader
  - 1 AWSP Executive Staff
  - 1 POY (if applicable)
  - Additional Liaisons (as needed/requested):
    - OSPI Liaison
    - ESD Liaison
    - Other Stakeholder Groups (by invitation only)
- High School Principal Leadership Committee
  - 27+ High School Principals representing 9 ESDs
    - ESD 121 5 Reps
  - 1 AWSL Regional Leader
  - 1 AWSP Executive Staff
  - 1 POY (if applicable)
  - Additional Liaisons (as needed/requested):
    - OSPI Liaison
    - ESD Liaison
    - Other Stakeholder Groups (by invitation only)

## **Section 9: Meeting Standard Operating Procedures**

- The Grade-Level Committee Chair will preside over the meetings
- The Vice Chair will capture important discussion items to be shared back in regional meetings
- The Past Chair will record items or issues to be added to future committee meeting agendas
- The Budget Rep will pay attention to fiscal needs of the committee and report the status of AWSP finances
- The NAESP/NASSP Rep will report information related to national associations respectively
- The Urban and Rural Reps will report contextual information respectively
- For decision making purposes, Grade-Level Leadership Committees will strive to reach consensus and value all input
- All meetings will adhere to AWSP Grade-Level Leadership Committee norms

- All meetings will strive to preserve the autonomy of grade level needs and the unity of AWSP
- Meeting summaries and takeaways will be centrally communicated to all membership via AWSP channels

### **Section 10: Annual Schedule of Leadership Events (Chronological Order)**

- NAESP/NASSP National Conferences
- September AWSP Board Meeting
- NASSP Region 7 Meeting
- October Principal Leadership Weekend
- January AWSP Board Meeting
- January Principal Advocacy Weekend
  - All position vacancies are announced
- NAESP Zone 9 Meeting
- Spring NAESP and NASSP Advocacy Week
- April AWSP Board Meeting
- April Principal Leadership Weekend
  - All position selection results are announced
  - Review Grade-Level Standard Operating Procedures
- June AWSP Board Meeting
  - Review of AWSP Bylaws
  - Recognition of AWSP Officers
- AWSP/WASA Summer Conference

### **Section 11: Grade-Level Executive Officer Travel Commitments**

- Commitments
  - Attend all
  - See (Schedule A)
- Expectations
  - Actively participate in all conference activities
  - Share and report out...
  - Submit for reimbursement in a timely and fiscally responsible manner
  - Collaborate with peers
  - Coordinate with AWSP Executive Staff on planning K-12 AWSP functions
  - Book travel in a timely and fiscally responsible manner
  - Follow AWSP prescribed reimbursement policies and procedures

### **Section 12: Reimbursement Policies and Procedures**

- Travel
  - Travel should be made to minimize costs to the Association.
    - Air Fare: Maximum payment for air travel is “coach” or “Y” class fare. Members are encouraged to minimize travel costs

### **Section 13: Annual Review of Grade-Level Committee Standard Operating Procedures**

- The Grade-Level Standard Operating Procedures will be reviewed during the June AWSP Board Executive Committee meeting.