

HART DISTRICT TEACHERS ASSOCIATION

DUTIES AND RESPONSIBILITIES FOR EXECUTIVE BOARD OFFICERS:

1 PRESIDENT

- Organize and attend all Executive Council meetings per month
- Organize and attend all Executive Board meetings per month
- Attend all Bay Valley Service Center Council meetings
- Attend WHO Awards dinner, School Board Member dinner, Legislative event, Teacher Tribute dinner annually
- Attend all SCV Chapter Presidents Council meetings/SCV Uniserv Council meetings
- Attend all SCV Bargaining Council meetings
- Attend CTA Region III Presidents Meeting
- Attend CTA Leadership/Presidents Meetings
- Attend all monthly and special Hart District School Board meetings
- Meet with superintendent, asst. superintendents, and business manager regularly prior to Board meetings
- Respond to Unit member inquiries -- grievance, contract maintenance, credentialing, insurance, retirement, interpersonal relations, etc.
- Refer members to CTA staff and legal counsel
- Act as authorized agent for Hart District Teachers Small Contributor Committee and coordinate activities with treasurer of committee
- Communicate with retained legal counsel for Hart District Teachers Small Contributor Committee
- Maintain contacts with and respond to contacts with local and regional media
- Oversee Political Action activities of the Association
- Fill Committee positions with Executive Board approval in accordance with Association Constitutional Bylaws
- Fill Contractual committees as required by Contract
- Serve on PAR Panel and appoint association members to PAR panel
- Oversee VOICE text content in collaboration with VOICE editor
- Advise and monitor Negotiation Team
- Coordinate chapter member attendance at CTA/NEA conferences
- Coordinate all chapter, Bay Valley Service Center, CTA State Council, and NEA delegate elections in collaboration with Elections Coordinator
- Coordinate Association participation in SCV Teachers Association cluster workgroup
- Organize and distribute information about HDTA/CTA/NEA services and programs: new teacher lunch, local workshops, regional conferences, CTA Special Services, calendars, Day of the Teacher recognition, etc.
- Maintain contacts with all representatives of CTA/NEA endorsed benefit providers: Logix, Credit Union, A+ California Casualty, The Standard provides updates to members as necessary
- Represent the Association in all criminal and civil, arbitration hearings, PERB duty of fair representation cases, and other cases duly adjudicated
- Be the official representative of the Association at all other gatherings, public and private, for which an Association representative is required, or delegate such representative

2 FIRST VICE PRESIDENT

- Attend all Executive Board meetings per month
- Attend all Executive Council meetings per month
- Chair Organizing Committee and coordinate with Members-at-Large, Building Reps, and members at the sites to support approved Association efforts involving political action, concerted activities, and communications with the public.
- Attend Bay Valley Service Center Council meetings as "Authorized Rep" when needed
- Attend WHO Awards dinner, School Board Member dinner, Legislative dinner, Teacher Tribute dinner annually
- Attend New Teacher Lunch
- Be available and willing to update unit members regarding ongoing Association activities
- Represent the HDTA in the absence of the President
- Perform support/collaborative tasks as requested by the President
- Read agendas and board packets, as made available at the school site, of Board of Trustees meetings and attend Board meetings occasionally, if possible, especially when Association issues are on the agenda.

3 SECOND VICE PRESIDENT

- Attend all Executive Council meetings per month
- Attend all Executive Board meetings per month
- Attend Bay Valley Service Center Council meetings as "Authorized Rep" when needed
- Attend WHO Awards dinner, School Board Member dinner, Legislative dinner, Teacher Tribute dinner annually
- Attend New Teacher Lunch
- Coordinate with THE VOICE editor to arrange for the monthly publication and distribution of chapter newsletter
- Represent the HDTA in the absence of the President or First Vice President
- Perform support/collaborative tasks as requested by the President and First Vice President
- Act as Sgt at Arms at Executive Council meetings
- Coordinate Day of the Teacher activities/gift
- Read agendas and board packets, as made available at the school site, of Board of Trustees meetings and attend Board meetings occasionally, if possible, especially when Association issues are on the agenda.

4 SECRETARY

- Attend all Executive Council meetings per month
- Attend all Executive Board meetings per month
- Take minutes at each Executive Council and Executive Board meeting
- Communicate with Executive Council/Board members about the time, place, and agenda items of meetings
- Prepare accurate minutes as the official recorder of Association business
- Respond to members who may inquire about information regarding meeting times, places and agenda items
- perform support/collaborative tasks as requested by the President

5 TREASURER

- Attend all Executive Council meetings per month
- Attend all Executive Board meetings per month
- Maintain and oversee the accounts (working and savings) of the Association funds as deposited with Logix Credit Union
- Prepare a yearly budget of projected Association expenditures to be presented to the Executive Council for approval
- Prepare and present a monthly statement of Association expenditures to be presented to the Executive Council
- Pay all bills, monthly and yearly, in accordance with the Association's financial obligations
- Pay all stipends on a monthly and yearly basis as directed by the Executive Council
- Complete PERB financial disclosure reports as required by law
- Complete all IRS taxation reports and forms as required by law and in conjunction with tax reporting obligations of Association members
- Communicate with tax consultant/auditor in connection with yearly audit, IRS, and State Tax Franchise Board requirements
- Perform support/collaborative tasks as requested by the President

6 MEMBER AT LARGE

- Attend all Executive Board meetings
- Attend all Executive Council meetings
- Serve on Organizing Committee chaired by First Vice President
- Coordinate with Organizing Chair, Building Reps in area, and unit members at the site to support approved Association efforts involving political action, concerted activities, and communications with the public
- Attend New Teacher Lunch
- Be available to attend site meeting at each site in geographic area
- Be available and willing to update unit members regarding ongoing Association activities, such as negotiations, consultations, political action, general grievance matters, and social affairs
- Perform support/collaborative tasks as requested by President
- Receive any requests from unit members/Building Reps. of topics to be placed on the agenda of Executive Board and Executive Council meetings
- Maintain contact with Building Reps in geographic area and bring items of concerns to Exec Board meetings
- In the event a Building Rep is absent from an Exec Council meeting, update rep on important issues and items discussed at Exec Council meeting to ensure that information is distributed in a timely manner
- Attend building rep/grievance training when offered
- Read agendas and board packets, as made available at the school site, of Board of Trustees meetings and attend Board meetings occasionally, if possible, especially when issues involving the Building Representative's site are on the agenda