

2010-2011 School Year
Beaumont Teachers Association

Executive Board Positions Open For:

President- 1 year term (for 2010-2011 Term ONLY.)

1st Vice President- 2 Year Term

2nd Vice President- 1 year Term (for 2010-2011 Term ONLY.)

Secretary- 1 Year Term (for 2010-2011 Term ONLY.)

Treasurer- 2 Year Term

DUTIES SHALL BE AS FOLLOWS:

Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President or at least two Executive officers may deem necessary, or upon written petition of a majority of the members of the Executive Board.

THE DUTIES OF THE EXECUTIVE BOARD SHALL BE:

- Coordinate activities of the Association.
- Act for the Representative Council when school is not in session.
- Director of the Bargaining Activities and Grievance processing of the Association, subject to policies set by the Representative Council.
- Appoint and remove Bargaining Team members as recommended by the President.
- Adopt the Standing Rules of the Association.
- Exercise all of the business and organizational powers and duties for the Association and prescribed by law and these bylaws, subject to any restrictions which may be imposed by the Representative Council.
- Fulfill the requirements of their job description which shall include submitting a monthly itinerary.

PRESIDENT

- Shall be the chief executive officer of the Association and its policy leader
- Preside at all meetings of the Association, the Representative Council and the Executive Board
- Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board
- Be the official spokesperson of the organization
- Be familiar with the governance documents of the Association, CTA and NEA
- Appoint all the chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board

- Call meetings of the Association and the Executive Board
- Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association
- Attend meetings of the Service Center Council of which the Association is a part
- Attend other CTA/NEA meetings as directed by the Representative Council.

FIRST VICE PRESIDENT

- Serve as assistant to the President in ALL duties of the President
- Assume the duties of the President in the absence of the President
- Assume the office of the President if a vacancy occurs in the office of President.

SECOND VICE PRESIDENT

- Be responsible for the formation and distribution of the Association's calendar of activities
- Be responsible for organizing and coordinating all committees of the Association
- In the event of a vacancy of the President and First Vice President, serve as President until such time as a special election is held to elect successors to fill the unexpired terms.

SECRETARY

- Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council and the Executive Board;
- Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to the members of the Representative Council and Executive Board; and to the membership when appropriate;
- Keep an accurate roster of the membership of the Association and of all committees;
- Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

TREASURER

- Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
- Pay out such funds upon orders of the President;
- Prepare and provide a written financial report for each regular meeting of the Representative Council and the Executive Board;
- Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
- Submit membership and financial reports to CTA, NEA, and other agencies as required by law.