

President

Expectations for fulfilling duties:

- Prepare agendas for and preside over Executive Board and Rep Council meetings.
- Visit school site annually.
- Meet with individual TEA members when assistance is needed.
- Communicate with other District personnel, as appropriate.
- Interact with community organizations to advocate for teachers and their students.
- Assist in management of the ITT office.
- Keep records of activities of Executive Board and make recommendations for receipt/non-receipt of stipends.
- Oversee contract maintenance.

Meeting Responsibilities:

- Prepare Executive Board sign-ups to attend school board meetings and act as spokesperson for the Association at these meetings.
- Meet with District superintendent.
- Attend all regularly scheduled Orange Service Center Council meetings.
- Attend the annual CTA Presidents Conference.
- Attend the ITT UniServ Board meetings.

Committee Responsibilities:

- Appoint and/or confirm committee chairs
- Attend meetings when requested by committee
- Oversee functioning of committees

Term of Office: Two (2) years

Stipend: Five hundred dollars (\$500) per month for 12 months (\$6,000/yr). The current contract stipulates that this is a full-time release position.

Secretary

Expectations for fulfilling duties:

- Attend training sessions, which would improve her/his service to the organization.
- Along with the President and Vice-President, be available to sign checks for disbursement.

Meeting Responsibilities:

- Attend Executive Board and Rep Council meetings.
- Attend at least eighty percent (80%) of the meetings of the committees on which s/he participates.
- Attend training sessions, which would improve her/his service to the organization.
- Attend the ITT UniServ Board meetings

Committee Responsibilities: **Participation:**
ITT UniServ Board

Term of Office: Two (2) years

Stipend: One hundred twenty-six dollars (\$126) per month for 10 months (\$1,260/yr)

Vice President

Expectations for fulfilling duties:

- Communicate with TEA president in person or by phone at least once a week.
- Along with the President and treasurer, be available to sign checks for disbursement.
- Attend committee meetings as directed.
- When requested, attend school board meetings or finance committee (LCAP) meetings.
- Attend training sessions that would improve her/his service to the organization.
- Serve on the ITT UniServ Board.

Meeting Responsibilities:

- Attend Executive Board and Rep Council meetings.
- Attend District superintendent meeting when possible or appropriate.
- Attend ITT UniServ Board meetings.
- Attend at least (80%) of the meetings of the committees on which she/he participates.
- Attend Coordinating Council meeting.

Committee Responsibilities:

Chair:

Scholarship Committee

Coordinate:

TEA Scholarship Committee
TEA Scholarship Drive
TEA Retirement Celebration
Survey Membership (Survey Monkey)
Administrator's Survey

Participation:

ITT UniServ Board
Membership

Term of office:

Stipend: Two hundred sixty-two dollars and 50 cents (\$262.50) per month for 10 months (\$2,625/yr)

Elementary Director

Expectations for fulfilling duties:

- Serve as liaison between the TEA members and the Executive Board.
- Bring matters of interest of members to the attention of the Executive Board and Rep Council.
- Serve on District and TEA committees as appointed by the President.
- Attend training sessions, which improve her/his service to the organization.
- Visit and hold TEA meetings up to (3) schools per year as needed.
- Meet with head of Elementary Ed monthly.

Meeting Responsibilities:

- Attend Executive Board and Rep Council meetings.
- Call Committee meetings, which s/he chairs.
- Participate in at least 2 vendor meetings a year.
- Attend at least eighty percent (80%) of the meetings of the committees on which s/he participates.

Committee Responsibilities:

Participation:
Vendor Committee

Term of Office:

Stipend: One hundred twenty-six dollars (\$126) per month for 10 months (\$1,260/yr)

Treasurer

Expectations for fulfilling duties:

- Deposit monthly dues check within forty-eight (48) hours of receipt.
- Along with the President and Vice-President, be available to sign checks for disbursement.
- Make TEA deposits as needed.
- Update signature cards at financial institutions.
- Prepare a monthly financial statement and present the statement to the President for review two working days before presentation to Rep Council.
- Be available to meet with the President, the ITT office manager, or any person retained for financial assistance, on matters related to the TEA budget.
- To work with the PAC Treasurer to file FPPC reports as needed.
- Complete all Internal Revenue Service and State Franchise Board information required of the Association.
- Attend training sessions, which would improve her/his service to the organization.
- Abide by all timelines required.

Meeting Responsibilities:

- Attend Executive Board and Rep Council meetings.
- Call committee meetings which the Treasurer chairs.
- Attend at least eighty percent (80%) of the meetings of the committees on which s/he participates.
- Attend training sessions, which would improve her/his service to the organization.

Committee Responsibilities: Participation:

Chair:

TEA Budget Committee

Term of Office: Two (2) years

Stipend: One hundred twenty-six dollars (\$126) per month for 10 months (\$1,260/yr)

State Council

Expectations for fulfilling duties:

- Serve as liaison between TEA Representative Council and the CTA State Council.
- Serve on State Council committees, which best serve, the needs of TEA.
- Serve on District and TEA committees as appointed by the president.
- Attend training sessions, which would improve her/his service to the organization.

Meeting Responsibilities:

- Attend Executive Board and Rep Council meetings.
- Call committee meetings which s/he chairs.
- Attend at least eighty percent (80%) of the meetings of the committees on which s/he participates.
- Attend all four (4) State Council meetings or secure an alternate for attendance.
- Attend Orange Service Center Council meetings.

Committee Responsibilities:

Term of Office: Three (3) years

Stipend: One Hundred twenty-six dollars (\$126) per month for 10 months (\$1,260/yr)

Your
involvement
in
TEA
makes us
stronger!