

## 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

**Term of office:** Two (2) years.

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

#### Participation:

ITT UniServ Board

Membership

## 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:** Two (2) years

**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!