



Job Description/Contract Elementary Representative to the Executive Board

There are two (2) elementary school representatives, both elected by their constituent group to serve on the Executive Board.

The duties and the responsibilities of the Executive Board:

- 1 Coordinate the activities of the Association;
- 2 Act for the Representative Council when school is not in session;
- 3 Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
- 4 Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
- 5 Recommend a budget for the Association to the Representative Council;
- 6 Approve by majority vote all appointment and removal of committee chairpersons;
- 7 Adopt the local Standing Rules for the Association;
- 8 Direct the grievance activities of the Association; and
- 9 Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
10. Meet with school board members as directed by the president.
11. Serve on committees as directed by the president.
12. Attend the Executive Board Annual Planning Session.

Expectations for fulfilling duties:

- Serve as a liaison between the elementary site representatives and the Executive Board
- Facilitate communication between the members and the site representatives
- Bring matters of interest of elementary site representatives to the attention of the Executive Board and Rep Council
- Attend training sessions to improve her/his service to the organization
- Facilitate a small group at Representative Council meetings
- Attend at least eighty percent (80%) of the Executive Board and Representative Council meetings

Term of office:

Two (2) years

Stipend:

One thousand, three hundred seventy-five dollars (\$1,375) annually, paid in two payments of \$687.50 in Dec. and June. Subject to modification by Rep Council.

I understand that in order to receive the stipend attached to the office of Elementary Representative to Executive Board, I must meet the expectations outlined above.

Elementary Representative

Date



Job Description/Contract Middle School Representative to the Executive Board

There is one representative, elected by his or her constituent group to serve on the Executive Board.

The duties and the responsibilities of the Executive Board:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Approve by majority vote all appointment and removal of committee chairpersons;
7. Adopt the local Standing Rules for the Association;
8. Direct the grievance activities of the Association; and
9. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
10. Meet with school board members as requested by the president.
11. Serve on committees as requested by the president.
12. Attend the Executive Board Annual Planning Session.

Expectations for fulfilling duties:

- Serve as a liaison between the middle school site representatives and the Executive Board
- Facilitate communication between the members and the site representatives
- Bring matters of interest from middle school site representatives to the attention of the Executive Board and Representative Council
- Attend training sessions to improve her or his service to the organization
- Facilitate a small group at Representative Council meetings
- Attend at least eighty percent (80%) of the Executive Board and Representative Council meetings

Term of office:

Two (2) years

Stipend:

One thousand, three hundred seventy-five dollars (\$1,375) annually, paid in two payments of \$687.50 in Dec. and June. Subject to modification by Rep Council

I understand that in order to receive the stipend attached to the office of Middle School Representative to Executive Board, I must meet the expectations outlined above.

Middle School Representative

Date



Job Description/Contract High School Representative to the Executive Board

There is one high school representative, elected by his or her constituent group to serve on the Executive Board.

The duties and the responsibilities of the Executive Board:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Approve by majority vote all appointment and removal of committee chairpersons;
7. Adopt the local Standing Rules for the Association;
8. Direct the grievance activities of the Association; and
9. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
10. Meet with school board members as requested by the president.
11. Serve on committees as requested by the president.
12. Attend the Executive Board Annual Planning Session.

Expectations for fulfilling duties:

- Serve as a liaison between the high school site representatives and the Executive Board
- Facilitate communication between the members and the site representatives
- Bring matters of interest from high school site representatives to the attention of the Executive Board and Representative Council
- Attend training sessions to improve her or his service to the organization
- Serve as a liaison between the ITA members and a school board member
- Facilitate a small group at Representative Council meetings

- Attend at least eighty percent (80%) of Executive Board and Representative Council meetings

Term of office:

Two (2) years

Stipend:

One thousand, three hundred seventy-five Dollars (\$1,375) annually, paid in two payments of \$687.50 in Dec. and June. Subject to modification by Rep Council.

I understand that in order to receive the stipend attached to the office of High School Representative to Executive Board, I must meet the expectations outlined above.

High School Representative

Date



Job Description/Contract Representative at Large to the Executive Board

There is one Representative-at-Large elected by the members of the association.

The duties and the responsibilities of the Executive Board:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Approve by majority vote all appointment and removal of committee chairpersons;
7. Adopt the local Standing Rules for the Association;
8. Direct the grievance activities of the Association; and
9. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
10. Meet with school board members as requested by the president.
11. Serve on committees as requested by the president.
12. Attend the Executive Board Annual Planning Session.

Expectations for fulfilling duties:

- Serve as a liaison between the site representatives and the Executive Board
- Facilitate communication between the members and the site representatives
- Bring matters of interest from site representatives to the attention of the Executive Board and Rep Council
- Attend training sessions, to improve her or his service to the organization
- Facilitate a small group at Representative Council meetings

- Attend at least eighty percent (80%) of the Executive Board and Representative Council meetings

Term of office:

Two (2) years

Stipend:

One thousand, three hundred seventy-five dollars (\$1,375) annually, paid in two payments of \$687.50 in Dec. and June. Subject to modification by Rep Council

I understand that in order to receive the stipend attached to the office of Representative at Large to Executive Board, I must meet the expectations outlined above.

Representative at Large

Date



Job Description/Contract CTA State Council Representative

There are three CTA State Council Representatives on the Executive Board.

The duties and the responsibilities of the Executive Board:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Approve by majority vote all appointment and removal of committee chairpersons;
7. Adopt the local Standing Rules for the Association;
8. Direct the grievance activities of the Association; and
9. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
10. Meet with school board members as requested by the president.
11. Serve on committees as requested by the president.
12. Attend the Executive Board Annual Planning Session.

Expectations for fulfilling duties:

- Represent the interests of members at the CTA State Council sessions.
- Vote in all state council elections and ballots as well as participate in debate with Irvine teachers in mind.
- Collaborate with other ITA State Council Representatives to compose and present a written summary of significant issues and actions from the State Council Meeting
- Attend training sessions to improve her/his service to the organization
- Facilitate a small group at Representative Council meetings
- Attend at least eighty percent (80%) of the Executive Board and Representative Council meetings
- Attend all four State Council meetings, or notify CTA Governance and the ITA President that s/he will not be attending so an elected alternate State Council Representative can attend to represent ITA members
- Attend Orange Service Center Council meetings

Term of office:

Three (3) years, as per CTA By-Laws, for a maximum of 3 consecutive terms

Stipend:

- Three thousand, three hundred Dollars (\$3,300) annually, paid in two payments of \$1,650 in Dec. and June. Subject to modification by Rep Council
- The stipend shall be reduced by five hundred dollars (\$500) for each State Council weekend that the CTA State Council Representative does not attend

I understand that in order to receive the stipend attached to the office of CTA State Council Representative to Executive Board, I must meet the expectations outlined above.

CTA State Council Representative

Date