



Job Description Elem., MS, and HS Representatives and the Representative at Large to the Executive Board

Duties:

The **Representative** shall

- 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) year (7/1/22 – 6/30/24)

Stipend: \$1,375 annually paid in two payments of \$687.50. Subject to modification by Rep Council.

Duties and the responsibilities of all Executive Board members:

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.