



Job Description President

Duties of the President:

The **President** shall

- Preside at all meetings of the Association, the Representative Council and Executive Board;
- Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
- Be the official spokesperson for the Association;
- Be familiar with the governance documents of the Association, CTA, and NEA;
- Appoint all chairpersons of committees with the approval of the Executive Board by the beginning of each school year, and appoint committee members;
- Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year;
- Call meetings of the Association, Representative Council 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;
- Prepare a preliminary budget for consideration of the Executive Board;
- Assume all other duties necessary for the smooth and efficient operation of the Association.

Term of office: Two (2) year (7/1/23 – 6/30/25)

Stipend: \$10,350 annually, 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.