



Job Description Vice President

Duties of the Vice President:

The **Vice President** shall

- Serve as assistant to the President in all duties of the President;
- Assume the duties of the President in the absence of the President;
- Serve as Parliamentarian of the Association;
- Be familiar with the governance documents of the Association;
- Serve as coordinator of committee activities at the direction of the President;
- Serve as a member of the Irvine/Tustin Teachers UniServ Board.

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

Stipend: \$4,596 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.