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CUTA

Leadership Roles/Duties

Descriptions

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correct role

President, 1st Vice President, and Treasurer
2 year terms
Elected on even numbered years

2nd Vice President and Secretary
2 year terms
Elected on odd numbered years

BOD
On a rotating schedule
3 year terms

Executive Board Duties

Executive Board-Bylaws

- A. The Executive Board shall be composed of the elected officers, Board of Directors, (and may include members elected at-large from Active membership, as long as this complies with the "one person-one vote " rule).
- B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.

The duties and responsibility of the Executive Board are:

- 1. Exercise all business and organizational powers and duties for the Association as prescribed by law and these bylaws;
- 2. Coordinate the activities of the Association;
- 3. Act for the Representative Council when school is not in session;
- 4. Adopt, amend and publicize the local Standing Rules of the Association;
- 5. Recommend a budget for the Association to the Representative Council;
- 6. Approve by majority vote the President's appointment and removal of committee members including chairpersons;
- 7. Approve by majority vote the appointment and by two-thirds vote removal of bargaining team members;
- 8. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
- 9. Adopt grievance procedures and direct the grievance activities of the Association.

President

President-Bylaws

- A. The President shall be the chief executive officer of the Association and its policy leader.
1. Preside at all meetings of the Association, the Representative Council and Executive Board and in every way endeavor to promote the interests and purpose of the Association;
 2. Prepare the agenda for the meetings of the Association, The Representative Council and the Executive Board;
 3. Be the official spokesperson for the Association;
 4. Adhere to the governance documents of the Association, CTA and NEA;
 5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;
 6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year;
 7. Call meetings of the Association, Representative Council and the Executive Board;
 8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
 9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 10. Attend meetings of the Service Center Council of which the

Association is a part;

11. Attend other CTA/NEA meetings as directed by the Representative Council; and
12. Order the payment of funds as necessary.

Other President Job Expectations:

Attend All Exec Board Meetings
Attend All Rep Council Meetings
Attend All Board Meetings
Attends all uncapped events
Leads New Hire Orientation in May
Attends the New Hire lunch in August
Meets new hires during year
Co-Manages Membership Database
Represents Employees
Attend Coordinated Bargaining at the SSC
District Coffee once a month
Assists in all Grievances (Level 2 and beyond)
Attends Educational Partner Meetings
Organizes Site Visit Lunches
Member of the Insurance Adv. Committee

1st Vice President

1st Vice President-Bylaws

The 1st Vice President shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Be responsible for the formation and distribution of the Association's calendar of activities; and
4. Serve as coordinator of committee activities at the direction of the President.

Other 1st Vice President Job Expectations:

Attend All Exec Board Meetings
Attend All Rep Council Meetings
Attend 7 Board Meetings
Organizes and attends all events
Assists New Hire orientation in May
Organizes New Hire lunch in August
Meets new hires during year
Co-Manages Membership Database
Assists in Representing Employees
Assists in all Grievances (Level 2 and beyond)

2nd Vice President

2nd Vice President-Bylaws

The 2nd Vice President shall:

1. In the absence of the President and 1st Vice President, shall assume the duties of the President;
2. Serve as chairperson of the legislative committee;
3. Oversee membership;
4. And be responsible for the maintenance and improvement of channels of communication between the Representative Council and the membership through the Faculty Representatives.

Other 2nd Vice President Job Expectations:

Attend All Exec Board Meetings
Attend All Rep Council Meetings
Attend 3 Board Meetings
Attends all uncapped events
Assists New Hire lunch in August
Advertises Membership Benefits
Is a member of the PAC committee
Co-Manages Membership Database
Marketing (promoting/branding CUTA)

Treasurer

Treasurer-Bylaws

The Treasurer shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;
3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;
4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership;
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law;
6. Pay the annual dues for the chapter's affiliations and
7. Prepare the budget for the coming year and consultation with, and at the direction of, the Board of Directors. The budget shall be submitted to the Representative Council for its approval.

Other Treasurer Job Expectations:

Attend All Exec Board Meetings
Attend All Rep Council Meetings
Attend 3 Board Meetings
Attends all uncapped events
Pays all bills/stipends of CUTA
Creates Budes with assistance from executive board
Relates and coordinates information with accountant

Files PAC paperwork in an off election year

Secretary

Secretary-Bylaws

The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
3. Keep an accurate roster of the membership of the Association and of all committees;
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;
5. Electronically file copies of all minutes in the permanent record of the Association.

Other Secretary Job Expectations:

Attend All Exec Board Meetings
Attend All Rep Council Meetings
Attend 3 Board Meetings
Attends all uncapped events
Keeps track of all minutes of CUTA
Keep track of all attendance.

Keeps track of site forms

Email minutes to rep council

Board of Directors

Board of Directors-Bylaws

The Board of Directors shall:

1. Represent the interest of the membership at large and provide, during their 3 year term a source of continuity in leadership and direction.
2. In cooperation with the Treasurer, prepare an annual budget for the association to be presented to the Representative Council for its approval no later than the second meeting of the school year;
3. Act as the internal Professional Relations Committee for matters within the Association;
4. Be members of the Membership and Social committees; and
5. Be appointed as chairperson/members of the standing/special committees.

Other BOD Job Expectations:

Attend All Exec Board Meetings
Attend All Rep Council Meetings
Attend 3 Board Meetings
Attends all uncapped events
Assists with a minimum of 2 events
Pre/Post Meeting Setup/Cleanup