

## **Cabinet Offices and Responsibilities (Revised 2022-23)**

1. The officers of the Association shall be a President, a Vice-President, a Negotiator #1/**Insurance Chairperson**, a Negotiator #2/**Political Action Chairperson**, a Secretary, a Treasurer, a Membership Chairperson, a Social Chairperson/**Webmaster**, ~~a Political Action Chairperson, an Insurance Representative,~~ and a **minimum of one** Site elected Building Representative(s), from each school site; **see verbiage under BUILDING REPRESENTATIVES for further clarification.**
2. The Executive Board, comprised of the elected members of Section 1 shall:
  - a. Direct the grievance procedures of the Association;
  - b. Coordinate the activities of the Association;
  - c. Direct the bargaining activities of the Association, subject to the policies of the Association;
  - d. Appoint all appointments to committees as they are required;
  - e. Approve all appointments to committees, including chairpersons (except for the chairpersons listed in the previous paragraph).
3. The officers shall be and remain currently paid-up members of the UEP as a condition for nomination to and service in their respective positions during their terms in office.
4. The officers shall be elected with open nominations and by secret ballot, including voting online.
5. The officers shall be elected for a one-year term commencing on July 1, of any calendar year.
6. A vacancy shall be deemed to exist in any of the offices of the Association in the case of death, resignation, or inability to serve. Members will forfeit their position and their entire stipend if they fail to complete their duties as assigned. In the event of a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election will be held to fill the vacancy.
7. The PRESIDENT shall be the chief executive officer of the Association. The President shall:

- a. Preside at all meetings of the Association and Executive Board;
  - b. Prepare the agenda for the meetings of the Association and the Executive Board;
  - c. Be the official spokesperson for the Association;
  - d. Be familiar with the governance documents of the Association, CTA, and NEA;
  - e. With the consent of the Executive Board, shall appoint all committee members and committee chairpersons;
  - f. Call meetings of the Executive Board;
  - g. Be responsible for the progress and work of the Association;
  - ~~h. Serve as Chief Negotiator~~ **Be a member of the negotiating committee;**
  - i. Attend or appoint a representative to attend all necessary CTA/NEA functions;
  - j. Be authorized to sign checks for the Association;
  - k. With the consent of the Executive Board, shall appoint a Grievance Chairperson and committee, **if necessary.**
8. The VICE-PRESIDENT shall:
- a. Serve as assistant to the President in all duties of the President;
  - b. Assume the duties of the President in the absence of the President;
  - ~~c. Be a member of the negotiating team~~ **c. Serve as Chief Negotiator;**
  - d. Be authorized to sign checks for the Association.**
9. NEGOTIATOR #1/**Insurance Representative** shall:
- a. Assist the **Vice** President in his/her role as Chief Negotiator;
  - b. Keep a record of current information regarding the Association's participation in its benefits packages;
  - ~~c. Work with the Insurance Representative to investigate benefits packages for the Association.~~ **Shall investigate benefit packages for the Association;**
  - d. Attend our insurance carrier's meetings for the purpose of keeping the membership informed of possible changes to our plans (Article V, Officers, Terms, and Duties). Advocate for members with the district. Gather and dispense information about available insurance providers programs in our community.**

10. NEGOTIATOR #2/~~Political Action Chairperson~~ shall:

- a. Be a member of the negotiating ~~team~~ committee;
- b. Assume the duties of Negotiator #1 in the absence of Negotiator #1.
- c. Shall be responsible for the distribution of relevant political information and shall attend pertinent CTA/NEA functions as directed by the Executive Board. This person will also be responsible for promoting information that is for income revenue generating purposes, including but not limited to regular public service announcements in the local newspaper and radio stations.
- d. Work with the President to apply for Political Organizing grants or other appropriate grants available from CTA.

11. The SECRETARY shall:

- a. Keep a careful and accurate record of the proceeding of each meeting, regular or special, of the Association and of the Executive Board;
- b. Be responsible for the submission of minutes, meetings, and notices to the President;
- c. Prepare ballots for election of officers and such other elections as may be necessary;
- d. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;

12. The TREASURER shall:

- a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
- b. Pay out such funds upon orders of the President;
- c. Shall sign checks drawn on any Association account in conjunction with the President or Vice President;
- d. Shall pay annual dues for affiliation on other organizations as provided in Article VI, Section 5 of the bylaws;
- e. Prepare the annual budget for approval by the membership;
- f. At least once a year, provide a written PERB report on the financial status of the Association, which requires the President and Treasurer's signature. This report shall be made available by 10/30 to any member who requests it;

- g. Be responsible for an annual audit of the books by either a certified public accountant or a committee of **volunteer** Association members **lead by the Vice President**;
- h. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies required by law;
- i. **Work with the President or Vice President to provide quarterly internal audits.**

13. The SOCIAL CHAIRPERSON/**Webmaster** shall:

- a. Be responsible for planning the social activities sponsored by the Association, including the End of Year/Retirement celebration.
- b. **Work with the Secretary and President to maintain the BVEA website.**
- c. **Work with the President to apply for Membership Engagement grants from CTA.**

~~14. The POLITICAL CHAIRPERSON shall be responsible for the distribution of relevant political information and shall attend pertinent CTA/NEA functions as directed by the Executive Board. This person will also be responsible for promoting information that is for income revenue generating purposes, including but not limited to regular public service announcements in the local newspaper and radio stations.~~

**14.** The MEMBERSHIP CHAIRPERSON shall maintain a current membership roster and be responsible for recruiting new members.

~~15. The INSURANCE REPRESENTATIVE shall:~~

- ~~a. Work with Negotiator #1 to investigate benefit packages for the Association;~~
- ~~b. Attend our insurance carrier's meetings for the purpose of keeping the membership informed of possible changes to our plans (Article V, Officers, Terms, and Duties). Advocate for members with the district. Gather and dispense information about available insurance providers programs in our community.~~

**15.** The BUILDING REPRESENTATIVES shall:

- a. Be responsible for communication between the members at their school sites and the Executive Board.

- b. Advocate for members at each site, including participating in any meeting with administration for which a member deems it necessary.
- c. Site representatives are responsible for all member correspondence at their site, including running all site-based votes and elections.
- d. Members who work at Chautauqua will be represented by the BBHS site rep; members who work at Virtual Academy will be represented by the BBMS site rep; certificated members, such as psychologists/speech therapists/counselors/district nurse, who are considered Districtwide or are primarily housed at the DO, will be represented by the Fallsvale site rep.