

# **Troy Education Association**

## **Executive Officers' Job Descriptions**

### **President:**

The president of the Troy Education Association (TEA) is the official spokesperson for the Association. In that capacity, he/she has but is not limited to the following duties:

- Shall call, preside over and prepare for all meetings of the Executive Board, Representative Assembly (RA), and general membership meetings
- Shall initiate appointments of members to standing and ad-hoc committees with the Executive Board
- Shall be a member of the UniServ Coordinating Council (SODA Council) and Uniserv Coordinating Council PAC
- Shall approve the use of Association days and keep a log of such
- Shall serve as a delegate to Region 7 meetings
- If elected to do so, shall serve as a delegate to the MEA and NEA Conferences
- Shall serve on district and community committees as selected by the President
- Shall prepare various regular communications to members regarding issues
- Shall be responsible for other duties as outlined within the Constitution, Bylaws and Policies of the Association

### **Vice-President:**

The role of the Vice-President is to assume the duties of the president in the event of absence or resignation, for no more than ninety (90) days, until the election of a new president or resumption of duties by the president. In the position of Vice-President, he/she has but is not limited to the following duties:

- Shall be an ex-officio member of at least one (1) standing committee, as provided by the Executive Board (See bylaws-standing committees)
- Shall serve as a permanent alternate on the SODA Council for either the president or the elected delegates
- Shall be responsible for TEA representation at school board meetings
- Shall attend all Executive Board meetings and Representative Assemblies as voting members
- Shall be responsible for other duties as outlined within the Constitution, Bylaws and Policies of the Association

### **Secretary:**

The role of the secretary is to support the activities of the President and Vice-President as called for in the bylaws. In this capacity, he/she has but is not limited to the following duties:

- Shall be responsible for taking, editing and publishing the minutes of meetings for the Executive Board, Representative Assembly and general membership
- Shall be responsible for listing all correspondence sent and received concerning region and local matters
- Shall be an ex-officio member of at least one (1) standing committee as provided by the Executive Board (See bylaws-Standing Committees)
- Shall be responsible for preparing and filing official correspondence

- Shall distribute Representative Assembly agendas and unofficial minutes prior to the Representative Assemblies
- Shall be responsible for other duties as outlined within the Constitution, Bylaws and Policies of the Association

### **Treasurer:**

The basic responsibility of the treasurer is to oversee the financial aspects of Association business and to serve the membership as outlined in the bylaws. In that capacity, he/she has but is not limited to the following duties:

- Shall receive and bank all funds
- Shall prepare monthly reports of expenditures and revenues to the Representative Assembly
- Shall issue all checks with appropriate documentation to be countersigned by the president or vice-president
- Shall keep all financial records up to date and on file for at least seven (7) years
- Shall file necessary forms to comply with federal, state and municipal laws
- Shall prepare reports to the Executive Board for approval
- Shall provide for an annual audit of the books
- Shall be responsible for other duties as outlined within the Constitution, Bylaws and Policies of the Association

### **Trustees:**

The primary duty of each of the trustees (high school-one (1), middle school-one (1) and elementary two (2) trustees) is to represent the interest and issues of his/her respective members. In that capacity, each has but is not limited to the following duties:

- Shall serve as ex-officio member of at least one (1) standing committee as provided by the Executive Board
- Shall be a member of the Executive Board and Representative Assembly
- Shall be responsible for other duties as outlined within the Constitution, Bylaws and Policies of the Association

### **Public Relations (PR) Trustee:**

While the role and duty of the Public Relations Trustee are similar to the trustees of high school, middle school and elementary, this person is responsible for coordinating, and highlighting the positive activities of members which support the students, community and Association. To that end, the duties include but are not limited to:

- Shall serve on the Executive Board and Representative Assembly
- Shall chair the TEA PR Committee and coordinate all activities with the approval of the Executive Board
- Shall support the positive efforts of the Association leaders and members through various coordinated internal events and activities
- Shall support the positive efforts of the Association leaders and members through various coordinated external events and activities
- Shall be responsible for other duties as outlined within the Constitution, Bylaws and Policies of the Association