

## **Duties of Officers**

### **SEA Election Spring 2019**

#### **President**

- (1) To preside at all meetings of the Board of Directors and of the Representative Council.
  - (2) To serve as ex-officio member of all committees, unless a designee is appointed.
  - (3) To represent the Association before the public and the school district either personally or through delegates.
  - (4) To serve as the executive officer of the Association in coordination with the executive director.
  - (5) To report orally or in writing on the condition of the Association to the Board of Directors and the Representative Council at each regular meeting of during the school year.
  - (6) To appoint special committees whenever the need arises.
  - (7) To appoint chairpersons and members of standing committees and representatives to affiliated organizations, subject to the approval of two-thirds of those present and voting in the Representative Council.
  - (8) To act as coordinator of all committees.
  - (9) To serve as official spokesperson for the chapter.
- Page 5
- (10) To be responsible for the progress and work of the association.
  - (11) To represent the Association at Service Center Council or send an appointed designee as a representative.
  - (12) To attend meetings of South County Teachers United as official Association representative.
  - (13) To perform such other duties as may be directed by the Board of Directors or the Representative Council.

#### **Vice President**

- (1) To assume the duties of the president in his/her absence, and in the event of the resignation or removal from office of the president, to succeed to that office for the remainder of the president's term.
- (2) To serve as coordinator of Association's committee activities and association's calendar.
- (3) To perform such other duties as may be directed by the Board of Directors, the Representative Council, or the president.

#### **The Member at Large shall**

1. Serve as a member of the Board of Directors and attend monthly meetings.
2. Attend monthly Site Representative meetings.
3. Assist the Executive Officers as needed.

#### **The CTA State Council Representative shall (CTA Bylaws, Article V, Section 6)**

- a. Regularly attend all meeting of the State Council of Education. (4 per year, held in Los Angeles, CA)
- b. Participate actively in the work of committees to which he/she is assigned.
- c. Become informed on professional and educational matters in the chapter(s) or organization represented and be prepared to make adequate presentation of proposals or recommendations originating in the chapter(s).
- d. Report regularly to his/her chapter(s), regarding the deliberations and actions of the State Council of Education.
- e. Attend and participate in the meetings and activities of the Service Center Council of which his/her chapter is a part.
- f. Perform such other duties as may be assigned to representatives by action of the State Council of Education.
- g. Serve as a member of the SEA Board of Directors and attend monthly meetings.

#### **The CTA State Council Alternate shall**

Fulfill the duties of the State Council Representative if they are unable to attend State Council.