

Etiwanda Teachers Association 2010 - 2011 Officer Elections

Positions available:

▪ President

The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
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. Be familiar with the governance documents of the Association, CTA, and NEA;
5. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board. Members of the elections committee must be approved by majority consent of the Representative Council;
6. Call meetings of the Association and the Executive Board;
7. Co-sign, with the Treasurer, all checks drawn against Association accounts;
8. Serve as an ex-officio member of all Association committees;
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. Meet with individual school site's members to receive direction from teachers regarding their needs; and
12. Attend other CTA/NEA meetings as directed by the Representative Council.

Qualifications: Current dues-paying member

Term: 1 year - July 1, 2011 to June 30, 2012

Annual Stipend: \$5,000

▪ Vice President

The 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;
4. Be responsible for creation and distribution of Association newsletters to members; and
5. Serve as coordinator of committee activities at the direction of the President.

Qualifications: Current dues-paying member

Term: 1 year - July 1, 2011 to June 30, 2012

Annual Stipend: \$2,500

▪ Secretary

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; and
4. Maintain records and carry on the correspondence pertaining to the affairs of the Association as directed by the President;
5. Prepare ballots for elections in accordance with the standing rules, and the elections committee's needs (if the Secretary is a candidate for any election then this responsibility must be given to the Elections Committee);
6. Submit membership reports to CTA, NEA, and other agencies as required by law; and
7. To perform other duties as the President may assign.

Qualifications: Current dues-paying member

Term: 1 year - July 1, 2011 to June 30, 2012

Annual Stipend: \$2,500

▪ Treasurer

The Treasurer shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out all funds in accordance with appropriate laws and guidelines of the Association. Co-sign all checks against Association accounts;
3. Prepare bi-monthly 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. Submit financial reports to CTA, NEA, and other agencies as required by law; and
6. To perform other duties as the President may assign.

Qualifications: Current dues-paying member

Term: 1 year - July 1, 2011 to June 30, 2012

Annual Stipend: \$2,500

▪ **Peer Assistance and Review (PAR) panel member**

Qualifications:

- Must be tenured with five (5) years of teaching experience.
- Must have received overall evaluations of satisfactory or better.
- Demonstrates exemplary teaching abilities.
- Demonstrates ability to work cooperatively and effectively with other teachers and administrators.

The joint panel makes all decisions through consensus in the area of appointments, recommendations to the Board, program plan, and recommended budget. The joint panel's primary responsibilities include the selection and oversight of consulting teachers.

Term: 3 years - July 1, 2011 to June 30, 2014

Annual stipend: Level 2, \$250

Election Timeline:

April 15: Candidate nomination period closes. Candidate applications are due to Christina Morrison, Elections Chair, at Solorio Elementary School by 3:15 p.m.

April 18: Acknowledgement of declarations from candidates (a list of candidates will be posted).

April 18: Deadline for requesting an absentee ballot (if you are on leave)

April 25: Election - location to be announced. Time will be from 6:30 a.m. to 5:00 p.m. Photo identification will be required. This is a minimum day district wide.

Each candidate is allowed to have an observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.

Results will be announced upon completion of the ballot counting.

May 2: Date of run-off election. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

May 9: Deadline for filing of challenges

**Etiwanda Teachers Association
Candidate Application**

**Any member may nominate a member, including himself or herself.
The candidate's signature must be on this form.**

Name of candidate: _____

Position you are seeking (check one):

_____ President

_____ Vice president

_____ Secretary

_____ Treasurer

_____ Peer Assistance and Review (PAR) panel member

Candidate's statement (25 words or less):

Candidate's Signature: _____

**This application is due to Christina Morrison, Elections Chair, at
Solorio Elementary by Friday, April 15, 2011, at 3:15 p.m.**