

## Job Descriptions for BEA Positions for the 2020-2021 school year

### **President:**

The President shall be responsible for coordinating and advancing the goals of the Association. As per BEA bylaws, the President shall:

- A. Preside at all official meetings and perform such duties as are customarily associated with the office.
- B. Recommend to the Executive Board the members to be considered for appointment to committees.
- C. Serve as an ex-officio member of all committees or designate someone to do so.
- D. Charge committees with their duties.
- E. Represent the Association at meetings of the Sammamish UniServ Council Board of Directors.
- F. Represent the Association at meetings with school district management.

Key responsibilities also include the following:

- 1. Understand and respond to the needs of BEA members.
- 2. Schedule and attend meetings with BEA members.
- 3. Advocate on behalf of BEA members through communication, negotiation, and collaboration with district administrators.
- 4. Maintain collaborative, effective relationships with WEA staff to advance Association priorities.
- 5. Maintain collaborative, effective relationships with UniServ Council members and other locals to advance Association priorities.
- 6. Represent members at investigatory and disciplinary meetings.
- 7. Schedule and oversee events and activities to advance the goals of the Association.
- 8. Secure room reservations for Association meetings, events, and activities.
- 9. Secure/prepare all necessary supplies for Association meetings and events.
- 10. Establish effective systems for communication and document sharing with elected leaders and members.
- 11. Ensure Association representation and input in meetings and activities of the School Board.
- 12. Ensure Association representation and input in meetings and activities of partner organizations such as the PTSA, Bellevue Schools Foundation, and Eastside Pathways.
- 13. Ensure the implementation of motions and resolutions approved by the Representative Council and put into operation other measures consistent with the Constitution, Bylaws, and policies of the Association.
- 14. Ensure completion of all duties tasked to committees and members of the Executive Board.

15. Support the long-term organizational planning and initiatives of the Association.
16. Provide training and support to the next elected successor in the position.

**Vice President:**

The Vice-President shall be responsible for assisting the President in coordinating and advancing the goals of the Association. As per BEA bylaw, the Vice-President shall:

- A. Assist the President.
- B. Act in the absence of the President.
- C. Serve as the Budget Committee chair.

Key responsibilities also include the following:

1. Understand and respond to the needs of BEA members.
2. Schedule and attend meetings with BEA members.
3. Advocate on behalf of BEA members through communication, negotiation, and collaboration with district administrators.
4. Maintain collaborative, effective relationships with WEA staff to advance Association priorities.
5. Maintain collaborative, effective relationships with UniServ Council members and other locals to advance Association priorities.
6. Represent members at investigatory and disciplinary meetings.
7. Represent the Association at meetings with school district management.
8. Serve as chair of the Budget Committee:
  - a. Create a report of annual expenses.
  - b. Draft a budget proposal each fall.
  - c. Organize committee members and schedule meetings to finalize the budget.
  - d. Present the budget to the Executive Board for approval prior to the November meeting of the Representative Council.
  - e. Present the approved budget to the Representative Council for consideration at the November meeting and vote at the December meeting.
9. Serve as chair of the Membership Committee:
  - a. Ensure all newly hired employees are invited to join the Association.
  - b. Maintain accurate lists of all members with complete contact information.
  - c. Organize 1-to-1 listening sessions with members.
  - d. Ensure timely contact with any members who drop their Association membership.
10. Serve as chair of the Representative Assembly Committee:
  - a. Ensure timely elections of delegates and successors to annual WEA and NEA Representative Assemblies.

- b. Ensure timely registration of all elected delegates and successors.
  - c. Coordinate lodging, transportation, and any applicable stipends or reimbursements for all delegates.
  - d. Coordinate communication and organizing activities of the delegation to advance BEA priorities.
11. Initiate review and discussion of the Internal Procedures by the Executive Board each year.
  12. Coordinate preparation and dissemination of regular BEA newsletters.
  13. Support the long-term organizational planning and initiatives of the Association.
  14. Complete other duties as assigned by the President.
  15. Provide training and support to the next elected successor in the position.

**Secretary:**

The Secretary shall be responsible for the organization and maintenance of all Association documents. As per BEA bylaws, the Secretary shall:

- A. Keep accurate minutes of all Executive Board, Membership, and Representative Council meetings.

Key responsibilities also include the following:

1. Establish and maintain a clear system for the retention of all meeting agendas, meeting minutes, collective bargaining agreements and notes, and Labor Management agreements and notes.
2. Destroy old documents/files in accordance with WEA records retention guidelines.
3. Track attendance to all Executive Board and Representative Council meetings.
4. Coordinate all operations for elections and voting.
5. Ensure timely communication of Association-related information to all members.
6. Support the long-term organizational planning and initiatives of the Association.
7. Complete other duties as assigned by the President.
8. Provide training and support to the next elected successor in the position.

**Treasurer:**

The Treasurer shall be responsible for the organization and maintenance of all Association finances. As per BEA bylaws, the Treasurer shall:

- A. Oversee the Association budget and accounting.

- B. See that financial records of the Association are maintained.
- C. Oversee the collection, transmittal, and disbursement of dues.
- D. Assist in the preparation of the annual budget of the Association, to be submitted for approval at the December meeting of the Representative Council.
- E. Keep the President and Executive Board informed of the financial condition of the Association.
- F. Present a financial report once a year at a meeting of the Representative Council.

Key responsibilities also include the following:

- 1. Ensure timely deposit and accounting of all Association funds.
- 2. Ensure timely payment of all bills/invoices incurred by the Association.
- 3. Ensure timely processing of all stipends and reimbursements by the Association.
- 4. Maintain accurate accounting records of all income, expenses, and assets of the Association.
- 5. Ensure all necessary tax filing and reporting.
- 6. Communicate the annual dues rate for the Association to WEA.
- 7. Support the long-term organizational planning and initiatives of the Association.
- 8. Complete other duties as assigned by the President.
- 9. Provide training and support to the next elected successor in the position.

#### **Executive Board At-Large Representatives:**

Each Executive Board At-Large Representative shall be responsible for advocacy on behalf of a constituent group. As per BEA bylaws, each At-Large Representative shall:

- A. Attend all meetings of the Executive Board and Representative Council and represent their membership at those meetings.
- B. Make regular contacts with the Faculty Representatives in their constituency to maintain two-way communication.
- C. Make building visits.

Key responsibilities also include the following:

- 1. Understand the perspectives and needs of members in their constituency and advocate on their behalf.
- 2. Understand and interpret the Collective Bargaining Agreement as it applies to members of their constituency.

3. Ensure that Faculty Representatives are elected each year for each of their constituency groups and related leadership teams.
4. Ensure that Faculty Representatives hold meetings and disseminate information to their members.
5. Establish clear lines of communication and respond to questions from members of their constituency.
6. Schedule and attend meetings with BEA members.
7. Meet and communicate regularly with District Directors and Administrators with direct influence over their constituency.
8. Support the long-term organizational planning and initiatives of the Association.
9. Complete other duties as assigned by the President.
10. Provide training and support to the next elected successor in the position.

**Rep Council Building, Department, and At-Large Representatives:**

Each Rep Council Building, Department, and At-Large Representative shall be responsible for advocacy on behalf of a constituent group. As per BEA bylaws, each Representative shall:

- A. Identify and communicate regularly with the BEA Executive Board Representative of their constituency group to maintain two-way communication.
- B. Attend all meetings of the Representative Council and represent their membership at those meetings.

Key responsibilities also include the following:

1. Ensure their constituency group knows who they are and how to contact them.
2. Understand the perspectives and needs of members in their constituency and advocate on their behalf.
3. Understand and interpret the Collective Bargaining Agreement as it applies to members of their constituency.
4. Hold meetings or establish regular means of communication to disseminate information to their members.
  - a. Report to BEA Executive Board Representative how information will be disseminated to BEA members.
  - b. Keep notes regarding information that is relevant to their constituency group.
  - c. Communicate information from each Rep Council meeting to their constituency group.
5. Establish clear lines of communication and respond to questions from members of their constituency.
6. Ensure that BEA Representatives for Rep Council are elected each year for their constituency group.

7. Invite BEA Executive Board Representative to their building/department BEA meetings.
8. Meet and communicate regularly with Principals and Administrators with direct influence over their constituency.
9. Support the long-term organizational planning and initiatives of the Association.
10. Provide training and support to the next elected successor in the position.

**Sammamish UniServ Council Board Director:**

Each Sammamish UniServ Council Board Director shall be responsible for advocacy on behalf of the BEA membership.

Key responsibilities include the following:

1. Attend all meetings of the Representative Council and Sammamish UniServ Council Board and represent the BEA membership at those meetings.
2. Understand the perspectives and needs of BEA members and advocate on their behalf.
3. Maintain collaborative, effective relationships with UniServ Council members and other locals to advance Association priorities.
4. Communicate information from each Sammamish UniServ Council Board meeting to the BEA Representative Council.
5. Support the long-term organizational planning and initiatives of the Association.
6. Provide training and support to the next elected successor in the position.