Campbell High School Teachers Association Leadership Roles Description

Among the primary purposes of the Campbell HS Teachers Association are the promotion of professional attitudes and ethical conduct among members, and the encouragement of cooperation and communication between the profession and the community. To further these purposes, all union officials should be professional in their public conduct.

President - 2-Year Term Elected by Membership	**Vice President - 2-Year Term** Elected by Membership	**Secretary - 2-Year Term** Elected by Membership
Responsibilities: Preside at all meetings of the Association, the Representative Council, and Executive Board. Prepare the agenda for the meetings of the Association, the Representative Council, and the Executive Board. Be the official spokesperson for the Association. Be familiar with the governance documents of the Association, CTA, and NEA. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board. Call meetings of the Association and the Executive Board. Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association. Attend meetings of the Service Center Council of which the Association is a part. Attend other CTA/NEA meetings as directed by the Representative Council. *Shares informal responsibilities with other members of the Executive Board, such as attending CUHSD Board meetings, meeting with CUHSD leadership, monitoring CHSTA Facebook page, communicating with membership, etc.* ***Recognition***: $4,000 Annual Recognition $1,400 Annual Expense Reimbursement Release Period(s)	***Responsibilities***: Serve as assistant to the President in all duties of the President. Assume the duties of the President in the absence of the President. Be responsible for the formation and distribution of the Association's calendar of activities. Serve as coordinator of committee activities at the direction of the President. Assume role of PAC Chair in absence of appointed Chair. *Shares informal responsibilities with other members of the Executive Board, such as attending CUHSD Board meetings, meeting with CUHSD leadership, monitoring CHSTA Facebook page, communicating with membership, etc.* ***Recognition***: $3,200 Annual Recognition	***Responsibilities***: Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board. 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. Keep an accurate roster of the membership of the Association and of all committees. Carry on the correspondence pertaining to the affairs of the Association as directed by the President. Assume role of PAC Treasurer in absence of appointed Treasurer. *Shares informal responsibilities with other members of the Executive Board, such as attending CUHSD Board meetings, meeting with CUHSD leadership, monitoring CHSTA Facebook page, communicating with membership, etc.* ***Recognition***: $3,200 Annual Recognition

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Treasurer - 2-Year Term
Elected by Membership

Responsibilities:
Receive all funds belonging to the Association and be responsible for their safekeeping and accounting.

Pay out such funds upon orders of the President.

Prepare a written financial report for each regular meeting of the Representative Council and Executive Board.

Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership.

Submit membership and financial reports to CTA, NEA, and other agencies as required by law.

Provide leadership for preparation of annual budget.

Shares informal responsibilities with other members of the Executive Board, such as attending CUHSD Board meetings, meeting with CUHSD leadership, monitoring CHSTA Facebook page, communicating with membership, etc.

Recognition:
$3,200 Annual Recognition

Site Representative - 2-Year Term
Elected by Site Members

Responsibilities:
Attend all meetings of the Representative Council.

Conduct constant and ongoing liaison between the Representative Council and the active members of the faculty unit.

Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members.

Represent the views and input of the active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose.

Perform such additional duties as prescribed by the Executive Board.

Recognition:
$250 Annual Recognition
$20 Meeting Recognition (each)

Bargaining Chair - Appointed
Appointed by the President, with Executive Board Approval. Chairs are ex-officio, non-voting members of the Executive Board.

Responsibilities:
Participates in negotiations training at Summer Institute and/or CTA Conferences.

Schedules and facilitates meetings of the Bargaining Team prior to and during negotiations.

Ensures complete and correct records of meetings are kept.

Acts as lead negotiator for CHSTA.

Primary liaison with lead CUHSD negotiator.

Coordinates joint communications.

Attends and participates in Bargaining Team meetings. Typically these are held via Zoom.

Attends and participates in negotiations with the District.

Recognition:
$3,000 Annual Recognition
$1240 Bargaining Recognition
$500 Summer Bargaining Recognition
$150 / Month Extended Bargaining Recognition*

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Bargaining Team - Appointed Appointed by the President, with Executive Board Approval. ***Responsibilities***: Adhere to CHSTA Bylaws. Participate in negotiations training at Summer Institute and/or CTA Conferences. Attend and participate in Bargaining Team meetings prior to and during negotiations.. Typically these are held via Zoom. Complete research as needed. Attend and participate in negotiations with the District. ***Recognition***: $750 Bargaining Recognition $500 Summer Bargaining Recognition $150 / Month Extended Bargaining Recognition*	**PAC Chair - Appointed** Appointed by the President, with Executive Board Approval. Chairs are ex-officio, non-voting members of the Executive Board. ***Responsibilities***: Adhere to CHSTA Standing Rules for all activities. Appoint remaining officers of PAC, considering the racial, gender, and geographic balance of the local association when making appointments. Coordinate endorsement for local races. Organize and coordinate campaign activities, including outreach to member volunteers. When CHSTA has endorsed a candidate or local issue, the Chair is responsible for coordinating with CTA Political Organizer for campaign advocacy. ***Recognition***: $1,200 Annual Recognition	**PAC Treasurer - Appointed** Appointed by the President, with Executive Board Approval. ***Responsibilities***: Adhere to CHSTA Standing Rules for all activities. Receive funds for PAC and be responsible for their safekeeping and accounting. Pay out such funds upon authorization per the CHSTA Standing Rules. Ensure timely filing of necessary political action funds forms (e.g., FPPC Form 700). ***Recognition***: $500 Annual Recognition

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Grievance Chair - Appointed Appointed by the President, with Executive Board Approval. Chairs are ex-officio, non-voting members of the Executive Board. ***Responsibilities***: Adhere to CHSTA Bylaws and Standing Rules. Attend grievance training as necessary and/or determined by Executive Board to coordinate and improve grievance processing procedures. Maintain records of grievances filed, using procedures outlined in Association Grievance Manual. Attend Executive Board meetings and Rep Council meetings as needed. Provide training to Site Reps as needed. Provide Grievance representation to members as needed. ***Recognition***: $1,200 Annual Recognition	**Communications Chair - Appointed** Appointed by the President, with Executive Board Approval. Chairs are ex-officio, non-voting members of the Executive Board. ***Responsibilities***: Language pulled from other locals Members may solicit articles from officers, educators and community members and properly work on the layout of their choosing. Prior to distribution, all communications must be approved by the Association President. Development of any additional web pages and other social media platforms shall be organized and implemented based upon the direction of the President and the concurrence of the Executive Board. The committee shall work under the guidance and direction of FUDTA President, Executive Director, and/or the Executive Board The Committee shall work to support messaging to members and the community. This committee shall interact with members directly through email and various social media (Facebook, Twitter, Instagram) to enhance our sense of community and common interest. ***Recognition***: $500 Annual Recognition	**Organizing Chair - Appointed** Appointed by the President, with Executive Board Approval. Chairs are ex-officio, non-voting members of the Executive Board. ***Responsibilities***: Coordinate and plan activities to support union goals and priorities, especially during the negotiation cycle. Establish communication systems within each site through an organizing group or Site Engagement Team, as well as Site Reps, to distribute information and collect feedback. Report activities to Executive Board, and attend EBoard and Site Rep meetings as necessary. ***Recognition***: $500 Annual Recognition

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Elections Chair - Appointed Appointed by the President, with Executive Board Approval. Chairs are ex-officio, non-voting members of the Executive Board. ***Responsibilities**:* Establish election calendars as needed, adhering to CHSTA Standing Rules. Prepare electronic ballots. Use CTA-approved online voting platforms to run elections. Report results of elections to CHSTA President and Executive Board members. ***Recognition**:* $500 Annual Recognition	**CACE Liaison - Appointed** Appointed by the President, with Executive Board Approval. Ex-officio, non-voting member of the Executive Board. ***Responsibilities**:* Attend Executive Board meetings in order to provide perspectives for Unit B bargaining unit members. ***Recognition**:* $500 Annual Recognition	**Membership Chair - Appointed [draft - not included in standing rules / bylaws]** Appointed by the President, with Executive Board Approval. Ex-officio, non-voting member of the Executive Board. ***Responsibilities**:* Maintains and reconciles membership lists (dues list from district compared to CTA). Identifies potential members and coordinates outreach with Site Reps. Provides update to CTA Membership on an ongoing basis, and at end of school year regarding separations from district.

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Equity Chair - Appointed Appointed by the President, with Executive Board Approval. Chairs are ex-officio, non-voting members of the Executive Board. ***Responsibilities****:* Provides leadership for organizing a "home base" for members who want to move from awareness to action—creating schools students deserve and a union that shares values of equity and human rights. This may include: ● Strengthening members' skills to lead difficult conversations, challenge inequities, and organize for systemic change. ● Building shared understanding of how race, class, gender, ability, and other identities impact students and educators, ● Developing and carrying out plans—at the site, district, or regional level—that create more just schools and workplaces where all students and educators thrive. ***Recognition****:* $500 Annual Recognition		