



ACT PRESIDENT DUTIES AND RESPONSIBILITIES

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. Adhere to the governance documents of the Association, CTA, and NEA;
5. Appoint all chairpersons and members of all committees by the beginning of each school year, subject to the approval of the Executive Board
6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year
7. Call meetings of the Association, Representative Council and Executive Board
8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council
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. Attend other CTA/NEA meetings as directed by the Representative Council
12. Order the payment of funds as necessary.
13. Appoint special committees whenever the need shall arise.
14. Appoint a Parliamentarian for the Representative Council, Executive Board, and special meetings of the Association.
15. Be responsible for the progress and effectiveness of the Association.
16. Maintain office hours by appointment or as needed Monday-Friday (9:00-5:00)
17. Attend all Board of Directors and Rep Council meetings
18. Attend quarterly Service Center One Council meetings and Service Center presidents' meetings, San Bernardino County Coalition president meetings.
19. Attend CTA, NEA conferences as needed
20. Create and sign Memorandums of Understanding (MOUs) reached with the district in consultation with the Executive Board