

PLEASE POST

SAEA Job Duties

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The President shall be the chief executive officer of SAEA and its policy leader.

The **President** shall be elected through a majority vote by and from the Active membership of SAEA and shall:

1. Preside at all meetings of SAEA, the Representative Council and the Board of Directors;
2. Prepare the preliminary agenda for the meetings of SAEA, the Representative Council and the Board of Directors;
3. Be the official spokesperson for SAEA;
4. Be familiar with the governance documents of SAEA, CTA, and NEA;
5. Appoint or remove all chairpersons and members of committees, of the Bargaining Team and of task forces with the approval of the Board of Directors;
6. Call meetings of SAEA, the Representative Council, the Executive Officers and the Board of Directors;
7. Suggest policies, plans and activities for SAEA and be held responsible for the progress and work of SAEA;
8. Meet with CTA Executive Directors and Santa Ana Unified School District as needed;
9. Attend regular meetings of the SAUSD Board of Education, or assign a designee as representative at such meetings;
10. Attend meetings of the Service Center Council of which SAEA is a part;
11. Attend other CTA/NEA meetings as directed by the Board of Directors or Representative Council;
12. In the event a vacancy occurs in the other offices or the Board of Directors, appoint a successor, with the Board's approval, to fill the unexpired terms until the next general election; and
13. Give a monthly report of SAEA responsibilities to the Board of Directors and Representative Council.

The **First Vice-President** shall be elected through a plurality vote by and from the Active membership of SAEA and shall:

1. Assume the duties of the President in the absence of the President;
2. Coordinate, with the President, SAEA's calendar of activities;
3. Keep an accurate roster of all committees and serve as coordinator of committee activities at the direction of the President;
4. Assist and direct committee chairpersons;
5. Give a monthly report of SAEA responsibilities, including committee activities to the Board of Directors and Representative Council; and
6. Perform such duties as may be directed by the President.

The **Second Vice-President** shall be elected through a plurality vote by and from the Active membership of SAEA and shall:

1. Assume the duties of the First Vice-President in the absence of the First Vice-President;
2. Be responsible for organizing and assisting a membership committee to maintain and increase SAEA membership;
3. Be responsible for organizing, assisting and directing Site Representatives and membership programs at the site level;
4. Keep an accurate roster of the membership and Site Representatives of the Local Association;

5. Give a monthly report of SAEA responsibilities, including committee activities to the Board of Directors and Representative Council; and
6. Perform such duties as may be directed by the President.

The **Elementary and Secondary Segment Directors** shall be elected through a plurality vote by and from the Active membership of SAEA and shall:

1. Consist of five elementary level and five secondary (two Intermediate School and three High School) level representatives;
2. Act as the primary contact from the Board of Directors to Site Representatives;
3. Assist in developing Site representation and participation: e.g. trainings, conferences, workshops and committees;
4. Assist in maintaining and increasing SAEA membership;
5. Assist Site Representatives in fulfilling their responsibilities; and
6. Perform such duties as may be directed by the President.

The **Racial and Ethnic Minority Director** shall be elected through a plurality vote by and from the Active membership of SAEA and shall:

1. Represent members of racial and ethnic groups as defined by CTA/NEA;
2. Actively recruit and involve racial and ethnic minority group members in all aspects of SAEA;
3. Encourage awareness and sensitivity to racial and ethnic minority group members' issues and concerns;
4. Promote racial and ethnic minority group leadership training programs;
5. Make specific recommendations to the Board of Directors and Representative Council regarding appropriate means and methods for continuing racial and ethnic minority group input into SAEA;
6. Represent SAEA at CTA/NEA meetings and conferences dealing with racial and ethnic minority group issues as allocated in the Budget; and
7. Perform such duties as may be directed by the President.

The **State Council Representatives** shall be elected through a majority vote by and from the Active membership of SAEA and shall:

1. Serve no more than three consecutive, three-year terms;
2. Serve as ex-officio, non-voting members of the Board of Directors;
3. Attend and actively participate in all CTA State Council, Service Center Council, and CTA committees or sub-committees as assigned and called:
 - a. In the event an elected Representative is unable to attend a meeting of the State Council of Education an elected alternate shall be designated.
 - b. Only those alternates who have been officially certified by the CTA Elections and Credentials Committee prior to the opening of the first session of State Council shall be seated and permitted to vote.
4. Become informed on professional and educational matters dealing with SAEA and be prepared to make appropriate presentation of recommendations originating in SAEA;
5. Attend all Board of Directors and Representative Council meetings;
6. Perform other duties as may be assigned to Representatives by action of the State Council of Education.