

# Associated Chino Teachers Declaration of Candidacy – Executive Officer Position

- Form Must be received no later than Tuesday, April 6, 2021 at 3:00 PM
- Send form to: [chinotchrs@gmail.com](mailto:chinotchrs@gmail.com) or by mail at the A.C.T. office (no postmark)
- The term for each office is from July 1, 2021 - June 30, 2023: select only one
- Campaign statements will be collected on this form for reproduction

### I hereby declare my candidacy for the office of:

\_\_\_\_ACT Vice-President

\_\_\_\_ACT Treasurer

\_\_\_\_ACT Secondary Director

\_\_\_\_ACT Elementary Director

### I understand that as a successful candidate, I shall:

- Support ACT policy and actions.
- Refrain from endorsing policies and positions in conflict with ACT
- Agree to devote the necessary time to effectively serve in that position.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*I have read and understand the Duties of the office selected above (initial) \_\_\_\_\_

Home Address:

Telephone #:

Personal Email (no school emails):

School/Site:

Please print name as you wish it to appear on the ballot: \_\_\_\_\_

**Provide a campaign statement below. Only the first 35 words will be used and will be printed as written.**

**DATE: Submit form no later than 4:00 PM, Tuesday, April 6, 2021**

**AT: chinotchrs@gmail.com or ACT Office, 5951 Sycamore Ct., Chino, CA 91710**

## DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS

<p><b><u>PRESIDENT</u></b>                  Duties of this position shall be:</p> <ol style="list-style-type: none"> <li>1. Preside at all meetings of the Association, the Representative Council and Executive Board;</li> <li>2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;</li> <li>3. Be the official spokesperson for the Association;</li> <li>4. Be familiar with the governance documents of the Association, CTA, and NEA;</li> <li>5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;</li> <li>6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year;</li> <li>7. Call meetings of the Association, Representative Council and the Executive Board;</li> <li>8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;</li> <li>9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;</li> <li>10. Attend meetings of the Service Center Council of which the Association is a part; and</li> <li>11. Attend other CTA/NEA meetings as directed by the Representative Council.</li> </ol>	<p><b><u>VICE - PRESIDENT</u></b>                  Duties of this position shall be:</p> <ol style="list-style-type: none"> <li>1. Serve as assistant to the President in all duties of the President;</li> <li>2. Assume the duties of the President in the absence of the President;</li> <li>3. Be responsible for the formation and distribution of the Association's calendar of activities; and</li> <li>4. Serve as coordinator of committee activities at the direction of the President.</li> </ol> <p><b><u>TREASURER</u></b>                  Duties of this position shall be:</p> <ol style="list-style-type: none"> <li>1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;</li> <li>2. Pay out such funds upon orders of the President;</li> <li>3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;</li> <li>4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and</li> <li>5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.</li> </ol>
<p><b><u>SECRETARY</u></b>                  Duties of this position shall be:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>3. Keep an accurate roster of the membership of the Association and of all committees; and</li> <li>4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.</li> </ol>	<p><b><u>ELEMENTARY DIRECTOR /SECONDARY DIRECTOR</u></b>                  Duties of this position shall be:</p> <ol style="list-style-type: none"> <li>1. To serve as an additional liaison between the Executive Board and unit members whose primary current assignment is at the Elementary level/Secondary level.</li> <li>2. To assist in securing committee members in areas of their concern and expertise.</li> <li>3. To respond to concerns and issues raised by the teachers they oversee.</li> <li>4. Assist in site elections if needed.</li> <li>5. Act as the Association representative on interview panels if needed.</li> <li>6. Attend monthly Executive Board meetings.</li> <li>7. Attend monthly Rep. Council meetings.</li> <li>8. Serve as ex-officio member of committees as assigned by the President.</li> <li>9. Attend 2 trainings per year as directed by the President in order to be prepared to appropriately represent unit members and the Association.</li> </ol>