

## **APPR Committee Members**

The duties and responsibilities of the members of the APPR Committee are:

- to attend and participate in all APPR Committee meetings.
- to study and make recommendations regarding the APPR Guidance Document as it relates to NTA members.

## **BOE Committee Attendees**

The duties and responsibilities of the members of the BOE Committee Attendees are:

- to attend monthly meetings of their assigned BOE Committee.
- to report to the NTA President and the Delegate Assembly regarding any changes or issues raised in the monthly meetings and their possible effects on NTA members.

## **Educational Issues Advocacy Chairperson**

The duties and responsibilities of the Educational Issues Advocacy Chairperson are:

- to inform and educate members on legislative issues of importance to the NTA.
- to encourage NTA members to register to vote.
- to conduct Board of Education candidate interviews in order to identify candidates who will support the interests of the NTA.
- to organize and facilitate phone banks on behalf of NTA endorsed political candidates in the fall and to support endorsed Board of Education candidates and school budgets in the spring.
- to recruit and deploy volunteers for NECSD budget vote counting.
- to organize rallies, demonstrations, and other activities.
- to coordinate the content and signage for public events, rallies, and campaigns as needed.
- to identify education-friendly candidates for public office, to communicate with them and help elect them to office.
- to educate elected public officials on issues of importance to the NTA.
- to hold politicians accountable for their actions through constant interaction.
- to attend and participate in the Committee of 100.
- to keep up-to-date with information on legislation and proposed legislation which concern the NTA.
- to meet as a committee as needed and to report to the NTA President regarding labor and political issues.

- to report activities at monthly Delegate Assemblies.

### **Educational Issues Advocacy Committee Members**

The duties and responsibilities of the members of the Educational Issues Advocacy Committee are:

- to assist the Educational Issues Advocacy Chair in all activities listed above as needed.

### **Central Labor Council Committee Members**

The duties and responsibilities of the members of the Central Labor Council Committee are: to attend monthly of the Hudson Catskill Central Labor Council.

- to work with the Hudson Valley Area Labor Federation to identify and elect candidates for political office who support education and the labor movement.
- to meet as a committee as needed and to report to the NTA President regarding labor and political issues.

### **Grievance Committee Co-Chairpersons**

The duties and responsibilities of the Grievance Committee Co-Chairpersons are:

- to meet with Head Delegates and NTA members in order to investigate, write, and file grievances.
- to coordinate and participate as a member advocate in all stages of the grievance process.
- to follow up on all parts of the grievance process and file next steps as needed.
- to notify NTA members regarding outcomes of hearings and viability of moving forward in the grievance process.
- to meet as a committee as needed to discuss current and potential grievances and share ideas on how those cases should be handle
- to increase NTA members' understanding of the contract, district policies, and state and federal regulations.
- to report activities and progress to the NTA President.
- to report activities at monthly Delegate Assemblies.

### **Health and Safety Committee Chairperson**

The duties and responsibilities of the Health and Safety Committee Chairperson are:

- to gather information on health and safety hazards that affect NTA members.
- to maintain records on hazards, accidents, illnesses and complaints.
- to meet and discuss resolutions to concerns and their progress with Executive Director, Operations and Maintenance.

- to co-chair monthly District level Health and Safety Committee Meetings with member of the NECSD Board of Education.
- to recommend ways to prevent accidents and injuries at District level.
- to report to the NTA President regarding any emergent health and safety concerns.
- to report activities at monthly Delegate Assemblies.

## **Negotiations Committee Members**

The duties and responsibilities of the members of the Negotiations Committee are:

- to conduct research on bargaining topics and determine the membership's needs and opinions through meetings and surveys.
- to review the current contract for areas to improve.
- to establish priorities and assist in the preparation of contract proposals.
- to assist in the exchange of proposals with management and the bargaining over those proposals.
- to maintain notes of what was discussed and intended during contract talks.
- to participate in the making of decisions on what to accept and not to accept in the proposed contract.
- to reach a tentative agreement on a new contract.
- to inform and educate the membership about the new contract and to make a recommendation to the membership to ratify the tentative agreement.

## **Labor Management Committee Members**

The duties and responsibilities of the members of the Labor Management Committee are:

- to discuss and make recommendations on matters of concern to the NTA, Administration or both, affecting labor management relations within the District.
- to attend all meetings which take place as often as desired by a majority of the six (6) permanent members of the Committee, but in no case shall they be held less often than once every other month, unless otherwise mutually agreed upon.
- to make recommendations to the Superintendent by majority vote of the six (6) permanent members of the Committee.

## **Nominations and Elections Committee Members**

The duties and responsibilities of the members of the Nominations and Elections Committee are:

- to establish the procedures of nominating and electing the NTA officers and NYSUT / NEA / AFT Delegates and Alternates and to seek approval by the NTA Board of Directors and Delegate Assembly in accordance with the NTA Constitution and Bylaws. These procedures shall include: creating the election timeline, conducting nominations for the election, providing notice of the election to the membership, scheduling, publicizing, and facilitating candidate forums, creating paper ballots for retirees, establishing and maintaining communication with online company contracted by the NTA to conduct active member voting, collecting and counting the ballots mailed by retirees, and reporting election result to the membership.
- to conduct contract ratification voting if so directed by the Board of Directors.

- to report activities to NTA President, Board of Directors, and Delegate Assembly as needed.

## **Publications Committee Members**

The duties and responsibilities of the members of the Publications Committee are:

- to inform and educate members, potential members and the community about union issues, successes and the union's point of view through consistent effective communication.
- to produce and publish the NTA traditional newsletter, *The Pendulum*, on a bi-monthly basis. The publication will include information on topics of concern to members, success stories, regular columns, and notices of upcoming meetings and events.
- to attend NTA functions in order to gather material for articles and photographs for newsletter.
- to meet as needed to produce bi-monthly newsletter.
- to work with the NTA President on content and layout of newsletter.

## **The Editor of *The Pendulum***

The additional duties and responsibilities of the Editor of *The Pendulum* are:

- to be responsible for gathering the articles and photographs, editing content, and meeting all publication deadlines in addition to contributing material to newsletter.

## **The Reporters and Cartoonist *The Pendulum***

The additional duties and responsibilities of the Reporters and Cartoonist of *The Pendulum* are:

- to be responsible for turning in all materials in a timely fashion in order to meet all publication deadlines.

## **Social Media Committee Members**

The duties and responsibilities of the members of the Social Media Committee are:

- to inform and educate members, potential members and the community about union issues, successes and the union's point of view through consistent effective communication.
- to produce social media material on a regular basis regarding topics of concern to members, success stories, and notices of upcoming meetings and events.
- to attend NTA functions in order to gather material.
- to meet and work with the NTA President on content of social media as needed.

## **Webmaster**

The additional duties and responsibilities of the Webmaster are:

- to maintain the NTA website in order to communicate the NTA's point of view on issues impacting both the general public and union members.
- to communicate the NTA's position on relevant topics and publicize the NTA's major activities.

## **NTA Facebook Page and Twitter Account Facilitator**

The additional duties and responsibilities of the NTA Facebook Page and Twitter Account Facilitator are:

- to maintain the NTA Facebook Page and Twitter Accounts in order to communicate the NTA's point of view on issues impacting both the general public and union members.
- to communicate the NTA's position on relevant topics and publicize the NTA's major activities.

## **Videographer**

The additional duties and responsibilities of the Videographer are:

- to film the NECSD Board of Education meetings and then upload footage to NTA website in order to communicate the NECSD Board of Education activities to NTA members.

## **SAVE Committee Members**

The duties and responsibilities of the members of the SAVE Committee are:

- to attend monthly of the NECSD SAVE Committee.
- to study and make recommendations in the area of the Code of Conduct to the Board of Education members, and to follow up on the implementation of any changes made.
- to meet as a committee as needed and to report to the NTA President and the Delegate Assembly regarding any changes or issues raised in the monthly meetings and their possible effects NTA members.

## **Scholarship Review Committee Members**

The duties and responsibilities of the members of the Scholarship Review Committee are:

- to choose a winner of the John DeMicelli scholarship award.

## **Sick Bank Committee Members**

The duties and responsibilities of the members of the Sick Bank Committee are:

- To develop procedures for application to, and granting of leave from the bank.

## **Special Events Committee Members**

The duties and responsibilities of the members of the Special Events Committee are:

- to work with NTA President, Board of Directors, and Delegate Assembly to conduct and facilitate NTA special events as often as needed.
- to coordinate event details with all stakeholders, including: dates and times, vendors used, menu options, activities, and durations of events.
- to greet and sign-in guests
- to report activities at monthly Delegate Assemblies.

## **Substitute Chapter Chairperson**

The duties and responsibilities of the Substitute Chapter Chairperson are:

- to work with the NTA President to schedule, publicize, and facilitate meetings of the Substitute Chapter of the NTA.
- to gather information from chapter members in regards to areas of concern and make recommendations to the NTA President regarding actions needed and to follow up on the implementation of actions with members.
- to report to the NTA President and the Delegate Assembly regarding any issues raised in chapter meetings.

## **Technology Committee Chairperson**

The duties and responsibilities of the Technology Committee Chairperson are:

- Setup, configure and monitor the computers, printers and related devices for the NTA office staff.
- Setup, configure and monitor the laptops, printers and related devices for the NTA office staff.
- Maintain and monitor the NTA's Local Area Network (LAN)
- \*Maintain and monitor the NTA's wireless network
- Assist in supporting the internet access and e-mail being provided from our ISP
- Setup, configure and monitor the backup of the membership database and the important documents of the NTA President and office staff
- Support and maintain the buildings technology equipment utilized by the NTA members such as Smartboard, LCD projectors, etc.

- Make technology recommendations to NTA President and officers (equipment and services)
- Support and configure software. Provide informal training, when needed
- Maintain and update documentation of network and technology equipment settings

## **VOTE/COPE Committee**

The duties and responsibilities of the members of the VOTE/COPE Committee are:

- to inform and educate members on the importance of giving to VOTE/COPE, a non-partisan action fund that supports candidates that are pro-public-education and pro-labor and is also used in local activities such as school board races and for passage of school budgets.
- to encourage NTA members to donate to VOTE/COPE.
- to send literature to NTA members regarding donating through payroll deduction, and to submit responses to NECSD, so payroll deduction begins.
- to meet as a committee as needed and to report to the NTA President regarding progress.
- to report activities at monthly Delegate Assemblies.