



ACT PRESIDENT DUTIES

Officers shall be and remain members of the Associated Chaffey Teachers (ACT), California Teachers Association (CTA), and the National Teachers Association (NEA).

From the ACT By Laws:

1. Preside at all meetings of the Association, the Representative Council and Executive Board; (CTA Bylaws, Article d VII, section 7a and 7c).
2. Prepare the agenda for the meetings of the Association, the Representative Council, and the Executive Board; (CTA Bylaws, Article VII, section 7d).
3. Be the official spokesperson for the Association; (CTA Bylaws, Article VII, section 7g)
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; (CTA Bylaws, Article VII, section 7b).
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; (CTA Bylaws, Article VII, section 7d).
10. Attend meetings of the Service Center Council of which the Association is a part; (CTA Bylaws, Article VII, section 7g).
11. Attend other CTA/NEA meetings as directed by the Representative Council; and (CTA Bylaws, Article VII, section 7g).

12. Order the payment of funds as necessary (as outlined in the CTA Treasurer's Handbook) (CTA Bylaws, Article VII, section 7).
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.

From the ACT Standing Rules:

1. Maintain office hours by appointment or as needed Monday-Friday (9:00-5:00) at the Association Office.
2. Attend all Board of Directors and Rep Council meetings.
3. Attend quarterly Service Center One Council meetings and Service Center presidents' meetings, San Bernardino County Coalition president meetings.
4. Attend CTA, NEA conferences as directed.
5. Create and sign Memorandums of Understanding (MOUs) reached with the district in consultation with the Executive Board.