



Northwest Suburban Teachers Union, Local 1211



Article V. The Executive Board

Section 1 The Executive Board of Local 1211 shall consist of a President, Vice-President of Communication, Vice-President of Operations, Vice-President of Community Outreach, Secretary-Treasurer, and delegates from affiliated councils. They shall be elected in alternate years beginning in May 2015. Vacancies that occur between elections shall be filled as described in Section 3, B.

- A. **The President** shall preside over all meetings of the Executive Board and General Membership.
 - 1. Be ex-officio member of all committees.
 - 2. Be the spokesperson for the Local to the media.
 - 3. Approve all Union leave requests.
 - 4. Develop all organizing plans and oversee all organizing efforts.
 - 5. Develop an annual Political Action Plan and oversee all political action.
 - 6. Actively participate in and regularly attend Chambers of Commerce meetings to which the Local has membership.
 - 7. Attend a minimum of one council meeting per year for each council in the Local.
 - 8. Attend Local events.
 - 9. Regularly attend fundraisers on behalf of the Local.
 - 10. Meet regularly with legislators, political activists, other unions, etc.
 - 11. Attend conventions on behalf of the Local (i.e., IFT, AFT, etc.)
 - 12. Act as the Local liaison with the Illinois Federation of Teachers.
- B. **The Vice-President** of Operations shall perform the duties of the President when the President is absent and specific Union assignments as well as perform specific Union duties as assigned.
 - 1. Oversee all office expenditures.
 - 2. Maintain the facility and equipment.
 - 3. Oversee all professional development and training (i.e., IFT, AFT, ULI, Local, etc.).
 - 4. Oversee all convention protocols, delegates, and expenditures.
 - 5. Record meeting minutes.
 - 6. Oversee the facilitation of all grants and scholarships (i.e., Megel, Lee, CFL, etc.)
 - 7. Attend Local events.
 - 8. Participate in professional development annually.
- C. **The Secretary-Treasurer** shall be the chief financial officer of the Local.
 - 1. Shall collect all money and receipts for Union expenses.
 - 2. Shall make all deposits and pay financial obligations of the Local as directed by the Executive Board.
 - 3. Shall chair the budget committee and prepare the annual budget.

4. Will arrange for a professional audit hired by the Executive Board to prepare for the annual audit required by the IFT and AFT.
- D. **Vice-President** of Communications shall perform specific Union assignments as well as perform specific Union duties as assigned.
1. Act as Local website superadmin and maintain the website.
 2. Oversee all communications between the Local and its councils.
 3. Develop visuals and graphics for all presentations and meetings.
 4. Oversee and facilitate all Local elections.
 5. Oversee all council elections.
 6. Oversee the facilitation of three meetings annually with Council Website Admins.
 7. Act as liaison between website developer and server hosts and the Local.
 8. Attend Local events.
 9. Participate in professional development annually.
- E. **Vice-President** of Community Outreach shall perform specific Union assignments as well as perform specific Union duties as assigned.
1. Oversee and facilitate all community events.
 2. Develop and implement an annual Member Engagement Plan.
 3. Develop and oversee all social media events.
 4. Oversee all IFT/AFT member programs.
 5. Prepare all public press releases.
 6. Attend Chambers of Commerce meetings regularly to which the Local has membership.
 7. Act as liaison between communities and the Local.
 8. Attend Local events.
 9. Participate in professional development annually.

Section 2 The following shall be the standing committees of the Local: Political Action (Legislative Directors), Communications, Elections, Organizing, and Office Management.

- A. Chairpersons of the standing committees shall be officers where appropriate or appointed by the President with the approval of the elected members of the Executive Board.
1. Chairperson of the standing committees shall be members of the Executive Board.
 2. The committee chairperson will recommend members of the committee to the Executive Board for their approval.
 3. Standing Committee members will meet as necessary to carry out their responsibilities.
- B. Ad hoc Committees may be created by the President for specific tasks.
1. Chairpersons of ad hoc committees shall be appointed by the President with the approval of the elected members of the Executive Board.
 2. Membership on ad hoc committees shall be on the recommendation by the President and approved by the Executive Board.