**CODAA**

**Description of Offices Up for Election: Spring 2017**

Dear CODAA Member:

In the coming weeks we will be holding elections for all Executive Board positions and delegates (2) to the National Education Association Representative Assembly. In the pages that follow, you will find information about the various offices. For each office, you will find the formal description from the CODAA by-laws. You will also find a description of some of the reoccurring duties and activities that the office has been involved with recently. I hope that this information proves useful in deciding what kind of person you would like to see serving and whether you want to serve as an officer yourself.

If you are an IEA member, you will be receiving an email soon with nomination information. It is permissible to serve as a member of the Executive Board and as a delegate to the NEA Representative Assembly.

IEA members may vote for NEA delegate only with the local where they have their primary affiliation. Therefore, members whose primary affiliation is with another institution may vote for Executive Board offices, but not for NEA delegates.

An individual may serve as an Executive Officer and as NEA delegate.

You may self-nominate.

Ballots will be mailed on March 23, and will be due not later than April 13.2016.

Rob Robson

Election Chair

**President.**

**Formal duties**

The President shall be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Board meetings, sign contracts and agreements, represent the Association before the public either personally or through designees, appoint and remove members of all committees with the consent of the Executive Board, serve as ex-officio member on all committees. The President shall cause a budget to be constructed and an annual audit to occur. The President shall preside over meetings of the Executive Board and the membership. Further, the President shall have the power and duty to perform all acts generally associated with the nature of the office and such other duties applicable to the office as prescribed by the parliamentary authority adopted herein which are not inconsistent with the Bylaws.

**Reoccurring Responsibilities**

Presides over biannual membership Meetings

Presides over monthly CODAA Board Meetings

Attends monthly Administrative Leadership Meetings

Attends monthly Pre-Board and Board of Trustees Meetings

Communicates with Administrators on behalf of CODAA

Attends appropriate IEA conferences, workshops and meetings

Reviews monthly bank statements

Meets periodically with IEA UniServ Director

Meets with budget committee on creation of annual budget

**Recent Activities**

**Vice-President for Policy**

**Formal duties**

This vice-president may have the powers and duties of the President in the President's absence or inability to serve. This person shall attend COD Board of Trustees Meetings, Pre-Board Meetings, and Constituency Meetings with the President. This person may also attend Shared Governance as needed, and perform such other reasonable duties as assigned by the President.

**Reoccurring Responsibilities**

**Recent Activities**

**Vice-President for Operations**

**Formal duties**

This vice-president may have the powers and duties of the President in the President's absence or inability to serve. This person will attend Shared Governance Meetings. This person will also serve as point person for room reservations, set-up, and refreshments for all Board and General Membership Meetings. He or she will also perform such other reasonable duties as assigned by the President.

**Reoccurring Responsibilities**

Prepare a monthly report for each monthly Executive Board Meeting describing duties performed and results of meetings attended. As follow-up is required from Shared Governance Meetings for task forces or other matters, the incumbent must communicate with other officers on matters of importance and arrange for Member notification of opportunities to serve on various SGC task forces or Sub-Committees. Schedules room reservations and refreshments for membership meetings.

**Recent Activities**

**Secretary**.

**Formal duties**

The Secretary shall create and distribute the agenda prior to meetings,maintain the official files, andassist the President with Association correspondence***.***  The Secretary shall keep and distributeaccurate minutes of each meeting of the Executive Board and each meeting of the membership***.*** The secretaryshall be responsible for notifying members of regular and special meetings***,*** and distribute CODAA messages to the proper Executive Board Member. The secretary shall keep track of unfinished/old business and bring this business back to the floor.

**Reoccurring Responsibilities**

Reserve a room (time and place)for each board meeting

Frequently check office voice mail (630-942-3604), answer and/or pass messages on to appropriate board member, and update password when required per system procedure

Signatory on CODAA bank accounts

As a CODAA representative, attend one or two meetings a semester of COD’s Affirmative Action committee as the PT representative—paid position

Take minutes at all meetings.

**Recent Activities**

**Treasurer.**

**Formal duties**

The Treasurer shall keep accurate records of expenses and income, and report such records at the Executive Board meeting and meetings of the membership.The Treasurer shall bring a comparative report that summarizes activity as related to the budget. The Treasurer shall also work with the Membership Chair to ensure that all IEA obligations are met.The Treasurer shall be responsible for the payment of all bills.

**Reoccurring Responsibilities**

**Recent Activities**

## Regional Council Representative(s) and Alternate(s)

**Formal duties**

IEA Regional Council Representative(s) shall attend the regional council meeting, represent the Association, and report Council activities to the Executive Board and membership as necessary. An alternate shall perform the duties of the Regional Council Representative in his/her absence.

**Reoccurring Responsibilities**

**Recent Activities**

Attended and reported on the scheduled Region 32 and 50 meetings. Participated in the One Conference held in Oak Brook. Attended and participated in the Regions Recognition Dinner..

## Grievance Chair

**Formal duties**

The Grievance Committee shall be responsible for monitoring and enforcing the contract. It shall assist members in the application of the grievance procedure. The committee chair shall copy all official communications with the administration to the President of CODAA. It shall make recommendations whether to arbitrate grievances to the Executive Board.

**Reoccurring Responsibilities**

**Recent Activities**

## Communications Chair

**Formal duties**

The Communications Committee shall be responsible for planning and implementing the Public Relations activities of the local association. The Committee Chair will be responsible for posting policies, programs, and accomplishments of the local, state, and national Associations, as appropriate. The webmaster might also concurrently serve as Communications Chair.

**Reoccurring Responsibilities**

**Recent Activities**

## Membership Chair

**Formal duties**

The Membership committee shall promote membership and maintain the membership database. It shall inform the potential members of the policies, programs, and accomplishments of the local, state, and national Associations. The chair shall coordinate the list with the college payroll department, college human resources department and IEA membership processing as well as the state and regional data bases.

**Reoccurring Responsibilities**

Continually update the membership list, regarding who is active, fair share, teaching the particular semester, or not teaching. In addition, any address changes shall be noted. Members who are primary IEA elsewhere will be noted and asked for verification of active/teaching status for the current academic year, also done in conjunction with Membership Processing and administration with IEA in Springfield. Review MyAccess to discover which members are working/not working, while waiting for the stipend report from HR. Begin compiling the payroll template from those results. Send IEA the list of employed members. Send any new active member applications to Springfield. Finalize the payroll template when stipend report is received from HR. Verify payroll deduction amounts per member.. Receive new cards for active members; distribute after checking names against master list and IEA list

**Recent Activities**