

CODAA

**Description of
Offices Up for
Election: Spring
2022**

Dear CODAA Member:

In the coming weeks we will be holding elections for all Executive Board positions. 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 recurring 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.

An individual member of CODAA may serve as an Executive Officer.

You may self-nominate.

Nominations are due by April 11, 2022 and elections will be held electronically, winners will be announced on May 2.

Melissa Victor and Bill Enright

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 meetings with the College President
- Attends monthly Administrative Leadership Meetings
- Attends monthly 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
- Posts Fair Share notices and verifies posting to Administration
- Makes official communications to CODAA members

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, and assist the President with Association correspondence. The Secretary shall keep and distribute accurate minutes of each meeting of the Executive Board and each meeting of the membership. The secretary shall 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

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