



**THE FOLLOWING ARE GOVERNANCE ROLES AND RESPONSIBILITIES
NOT TO BE INCLUDED IN THE DOCUMENTS.**

PRESIDENT

The **President** shall:

1. Preside over all meetings of the general membership, Association Representative Assembly and the Executive Board.
2. Be responsible for preparation and timely distribution of agendas for governance.
3. Be an ex-officio member of all committees, except the Elections Committee.
4. Nominate chairpersons and members of committees and task forces subject to the advice and approval of the Executive Committee.
5. Represent the Association before the public either personally or through designees.
6. Appoint Association, Grievance and Legislative-Political Action Committee Representatives, if necessary.
7. Serve as a liaison to a school board member.
8. Serve as an official delegate to the CEA and NEA Assemblies held during his/her term of office and serve as the chairperson of the delegation.
9. Carry out policy established by the Association Representative Council.
10. Attend Board of Education meetings.
11. Be a member of the Aurora Littleton UniServ Council.
12. Perform all other functions usually attributed to this office.



VICE PRESIDENT

The **Vice President** shall:

1. Assume the duties of the President in the President's absence.
2. Be an ex-officio member of all committees, except the Elections Committee.
3. Serve as an official delegate to the CEA and NEA Assembly during his/her term of office.
4. Be the official parliamentarian at all meetings.
5. Serve as chairperson of the Membership Committee.
6. Perform other duties as requested by the President.
7. Attend Board of Education meetings at the request of the President.
8. Attend Executive Board, AR Council, general, and special meetings.
9. Attend community meetings, if necessary, and when possible.
10. Serve as a liaison to a school board member.
11. Serve as a liaison to assigned buildings.
12. Be a member of the Aurora Littleton UniServ Council.
13. Perform all other functions usually attributed to this office.



SECRETARY/TREASURER

The **Secretary/Treasurer** shall:

1. Attend Board of Directors, Executive Board, Council, general and special meetings.
2. Monitor Association funds and other monies; review, prepare and present monthly financial reports to the Board and AR Council, if possible.
3. Recommend to the Board of Directors, at least every three to five years, and after consultation with the Executive Director, the retention of an auditing firm.
4. Make other special financial reports as requested by the Board of Directors or Council.
5. Serve as an office delegate to the CEA Assembly held during his/her term.
6. Assure the minutes and attendance at official meetings are recorded, printed and distributed.
7. Assure that the history of AEA is recorded and that a file of AEA official publications is maintained.
8. Serve as a liaison to assigned buildings.
9. Serve as a liaison to a school board member.
10. Act as chairperson for the Budget Committee.
11. Be a member of the Aurora Littleton UniServ Council.
12. Perform all other functions usually attributed to this office.



BOARD OF DIRECTORS

The **Board of Directors** shall:

1. Be voting members of the Board and Council.
2. Implement actions of the Council.
3. Assist Association Representatives as needed.
4. Recommend to the President members to serve on committees and task forces and/or other bodies.
5. Perform other duties as requested by the President.
6. Serve as official delegates to the CEA Assembly held during their terms of office.
7. Serve as liaison to assigned buildings.
8. Serve as a liaison to a school board member.



ASSOCIATION REPRESENTATIVES

The **Association Representative** shall:

1. Serve members in matters pertaining to AEA.
2. Recruit new members.
3. Seek to actively involve their constituency on AEA committees, task forces, or other UEP bodies.
4. Encourage constituency to seek AEA elected offices.
5. Attend AR Council meetings regularly, speaking and voting on behalf of their constituency.
6. Act as liaison between their constituency and the AR Council.
7. Act as an advocate of the AR Council regarding the concerns of their constituency.
8. Hold regular meetings of their constituency.
9. Report AR Council actions to their constituency via faculty meetings, AEA meetings, written reports and/or person-to-person contact.
10. Identify the Alternate Representative when it is necessary to act on his/her behalf.



COMMITTEES

Committees shall:

1. Be established, evaluated, and terminated by the Board of Directors.
2. Have representation, size, and duties determined by the Board.
3. Have a Board Director serve as a direct liaison to the committee.
4. Have chairpersons appointed by the President with the approval of the Board.
5. Submit minutes or a record of the meeting to the President which will be kept on file.