

**OCEANSIDE FEDERATION OF TEACHERS  
EXECUTIVE COMMITTEE**

**JOB DESCRIPTIONS**

**RESPONSIBILITIES OF ALL EXECUTIVE COMMITTEE MEMBERS**

1. All members of the Executive Committee shall be required to attend all Executive Committee and General Membership meetings.
2. All members shall be familiar with the Oceanside Federation of Teachers (OFT) Constitution, By-Laws and all OFT contracts.
3. All members shall be aware that their commitment is to the best interests of the OFT membership at all times.
4. All members shall serve as representatives of their constituencies and are obliged to express the views of those they represent.
5. All members are bound to uphold and carry out all decisions and actions voted upon by the Executive Committee.
6. At the end of a term of office or upon resignation, Executive Committee members will deliver to their successors all materials and records relating to their offices.

**PRESIDENT**

The President shall:

1. Be the Chief Executive Officer and preside at all meetings of the Federation.
2. Insure that the OFT, New York State United Teachers/National Education Association and American Federation of Teachers Constitutions are adhered to at all organizational functions.
3. Represent this organization before any and all outside organizations, affiliates, the public, and individuals.
4. Be a member ex-officio of all committees and chair any Constitutional Committee.
5. Attend Board of Education meetings as assigned.
6. Appoint the chairpersons of all standing and ad hoc committees. Such appointments shall be made with Executive Committee approval.
7. Execute the policies of the OFT as determined by the Executive Committee and general membership.
8. Prepare agendas for all meetings of the Executive Committee, officers, general membership and labor-management.

9. Have the power to remove chairpersons or committee members with the approval of the Executive Committee.
10. Appoint the teacher members of the Staff Development Policy Board.
11. Authorize expenditures and sign all checks.
12. Keep a file of all correspondence, reports and records pertinent to the office of President.
13. Preview all district-wide publications.
14. Submit a column for the OFTimes on a regular basis.
15. Insure that all Executive Committee members are performing tasks to which they have been assigned.
16. Provide training for all Executive Committee members.
17. At the end of a term of office, provide the President-elect with assistance for one month after the election.
18. Serve as chairperson of the negotiating team for teacher contracts.
19. Serve as OFT Representative to Staff Development Policy Board or designate the representative.
  - a. Attend all Policy Board meetings and promote OFT positions regarding staff development programs for all members and report back to the Executive Committee.
  - b. Attend the annual NYSUT/SED In-Service Conference at OFT expense or designate a representative and submit a report to membership through the OFTimes.
20. Be a member of the Long Island President Council and will attend all meetings.

### **EXECUTIVE VICE PRESIDENT**

The Executive Vice President shall:

1. Assist the President in executing the duties of that office and assume all responsibilities of the President in the event that the President becomes incapacitated and unable to carry out the functions of that office.
2. Chair Executive Committee and general membership meetings in the event of absence of the President.
3. Attend all Officers' and Labor-Management meetings.
4. Serve as Chairperson of the Council of Building Representatives and Administrators (COBRA).
5. Assist the grievance chairperson and attend hearings.
6. Be the third signatory on all bank accounts as needed.
7. Serve as delegate to NYSUT/NEA and AFT Conventions upon election.
8. Attend E.D.18 and Board of Education meetings as assigned.
9. Alternate with the President in providing a column for the OFTimes.
10. Serve as a member of the negotiating team for teacher contracts.

## **VICE PRESIDENTS**

The Vice Presidents shall:

1. Assist the President in executing the duties of that office.
2. Be primarily responsible for the organization of employees assigned to their chapters and safeguard the interests of such employees in accordance with the terms of the contract between the OFT and the Oceanside School District.
3. Serve as chief spokespersons for the members of their chapters and attend chapter meetings upon request.
4. Organize and chair Councils of their chapters and report to the Executive Committee on matters at hand.
5. Assist grievance chairperson with all grievances of the members of their chapters.
6. Attend all Officers' and assigned Board of Education meetings.
7. Serve as a member of the negotiating team for teacher contracts and Affiliates Vice President shall serve as chairperson for negotiations for all affiliates contracts

## **TREASURER**

The Treasurer shall:

1. Receive and be custodian of all funds collected by the Federation and deposit same in a bank designated by the Executive Committee.
2. Maintain itemized accounts of receipts and expenditures.
3. Make disbursements by check for stipends, budgeted items, affiliate per capita dues, and petty cash expenditures upon receipt of statement for said expenditures. No other disbursements may be made without the approval of the Executive Committee. Disbursements for emergency situations may be made only with the approval of the President.
4. Prepare a monthly statement for the Executive Committee.
5. Prepare an annual budget with the assistance of the President for approval by the Executive Committee.
6. Work with the membership chairperson to oversee dues.
7. File all required Federal and State tax returns and work with CPA and Auditor.
8. Invest funds as directed by Executive Committee.
9. Attend all Officers' and assigned Board of Education meetings.

## **FINANCIAL SECRETARY**

The Financial Secretary shall:

1. Keep accurate records of payments.
2. Maintain an up-to-date list of all dues paying members, including phone numbers and addresses.
3. Serve as Chief Trustee of the OFT Welfare Fund, with regard to active employee life insurance coverage, distribute enrollment forms, maintain all records, and distribute annual notification of coverage and beneficiaries.
4. Attend all Officers and assigned Board of Education meetings.

## **RECORDING SECRETARY**

The Recording Secretary shall:

1. Keep careful record of each meeting of the Federation and of the Executive Committee.
2. Serve as chairperson of the OFT Memorial Scholarship Committee and conduct all activities pertinent to the selection of scholarship recipients.
3. Distribute notices, publish agendas, and minutes of Executive Committee meetings.
4. Conduct all elections for OFT officers and delegates to conventions.
5. Conduct 'Sunshine' activities for the Executive Committee.
6. Carry on the correspondence pertaining to the business of the Federation, as directed by the President.
7. Prepare and distribute an up-to-date phone, address and e-mail lists of Executive Committee members.
8. Arrange for the preparation of all retirement certificates and plaques.
9. Prepare calendar of Board of Education meetings assignments and Labor Management meeting assignments for all officers as well as a calendar of all meeting dates.
10. Serve as a member of the negotiating team for teacher contracts and keep minutes of the negotiating sessions.
11. Attend all Officers' and Board of Education meetings as assigned.
12. Oversee the filing of all records and correspondence in the union office files at the end of each term of office in conjunction with the Administrative Assistant to the President.

## **BUILDING REPRESENTATIVES AND AFFILIATES CHAIRPERSONS**

The Building Representatives and the Affiliates Chairpersons shall:

1. Elementary Representatives shall conduct monthly chapter meetings to keep the membership informed of OFT activities and building concerns.
2. Elementary Representatives shall oversee the organization and preparation of agendas for monthly Teacher Interest Committee meetings with the building administrator.
3. Secondary Representatives shall work with their level Vice President to conduct monthly building council meetings and as-needed chapter meetings. Minutes of these meetings shall be distributed to the members.
4. Affiliates Chairpersons shall form an Affiliates Council and attend meetings as scheduled by the Vice President.
5. One Building Representative shall attend the meetings of COBRA prepared to speak on pertinent issues and to vote the OFT position at those meetings.
  - a. One Elementary Building Representative shall attend the meetings of the Elementary Council.
6. Thoroughly understand their rights as a building or unit leader and shall demonstrate that leadership consistent with OFT policy.
7. Accompany members, upon request, in meetings with supervisors and immediately notify the appropriate Vice President of any serious concerns.
8. Distribute all union materials in a timely manner and maintain a file of said materials.
9. Understand the grievance machinery, thoroughly investigate alleged violations, and consult with the grievance chairperson before initiating any action.
10. Maintain a file of all administrative directives.
11. Forward copies of any literature composed for distribution to the President and appropriate Vice President prior to distributing.
12. Maintain an accurate building or unit membership list including all e-mail addresses.
13. Notify the Secretary and the Membership Chairperson of any changes in staff (i.e. Leaves of absence).
14. Conduct all elections according to OFT policies.
15. Conduct all drives such as Vote/Cope, Political Action, Toy Party, Breast Cancer Walk, etc., with commitment and in a planned manner.
16. Keep the building OFT Bulletin Board up-to-date, informative and attractive.

## **GRIEVANCE CHAIRPERSON**

The Grievance Chairperson shall:

1. Facilitate the grievance procedure as stated in all OFT contracts.
2. Consult with grievant and Building Representatives prior to the filing of notice of the Informal Stage.
3. Inform President and appropriate Vice President of the initiation of grievance proceedings.
4. Draft letters initiating each stage of grievance procedure.
5. Be responsible for all grievances at Stage I and beyond.
6. Work with the NYSUT/NEA Field Representative in preparing for grievance proceedings.
7. Report the status of grievances at all Executive Committee meetings.
8. Maintain accurate files relating to all grievances, decisions, arbitrations, etc.

## **PUBLICATIONS CHAIRPERSON**

The Publications Chairperson shall:

1. Serve as Editor of the OFTimes with responsibility for all phases of the publication process.
2. Meet with the President to establish general policies of publication.
3. Be well-informed regarding organizational, professional, building and district activities.
4. Set due dates for articles and contact appropriate members for such articles.
5. Prepare a budget pertaining to publication costs and submit all bills to the treasurer.
6. Promote the OFTimes as the "voice" of the members by encouraging participation of the membership.
7. Submit all publications to the President for preview prior to publication.
8. Submit copy to state and national organizations for purposes of competition and evaluation.

## **POLITICAL ACTION CHAIRPERSON**

The Political Action Chairperson shall:

1. Organize and conduct the annual VOTE/COPE drive and all other political action campaigns.
2. Maintain and submit monthly VOTE/COPE report and contribution checks to NYSUT/NEA.
3. Maintain an accurate record of members on dues deduction and those on direct payment for VOTE/COPE.
4. Attend all NYSUT/NEA VOTE/COPE and political action meetings.
5. Submit monthly status reports to Executive Committee.

**BENEFITS CHAIRPERSON**  
(as designated by Executive Committee)

The Benefits Chairperson shall:

1. Keep the Executive Committee informed as to all NYSUT/NEA, AFT and local benefits available to members.
2. Obtain and distribute, to the entire membership, updated brochures and other benefit information.
3. Conduct sales campaign of "Entertainment' books for the Scholarship Fund.
4. Serve as the contact person for members seeking benefit information or assistance.
5. Be the contact person with the Treasurer for Eye Care/Vision Plan.

**FROM THE HEART CHAIRPERSON**

The From the Heart Chairperson shall:

1. Establish a social calendar including events such as Community Service events, Scrabble (Literacy Volunteers of Nassau County), Holiday Party, etc.
2. Organize committees to facilitate the arrangements for each social event (i.e. End of Year/Doldrums Party).
3. Conduct all public relations activities in conjunction with the President.
4. Conduct the OFT Scholarship fund-raising campaign.
5. Submit application for NYSUT/NEA Community Service Award in conjunction with the OFTimes Editor.

**RETIREMENT CHAIRPERSON**

The Retirement Chairperson shall:

1. Be well informed about the Retirement System and keep members informed of facts regarding any changes in the System.
2. Serve as a delegate to the Retirement System convention,
3. Attend the annual convention and vote the recommendations of the Executive Board.
4. Attend appropriate workshops at the convention.
5. Provide a report of the convention to all members in a timely manner and publish highlights in the OFTimes.
6. Organize meetings with Teacher Director Members of the Retirement Board, and any other meetings, workshops and presentations regarding retirement.
7. Provide assistance to individual members upon request.

## **PTA COUNCIL REPRESENTATIVE**

The PTA Council Representative shall:

1. Serve as the Teacher Officer on the PTA Council Executive Board.
2. Insure that all teacher representatives to the Council are elected by the teachers of each PTA unit.
3. Attend all Council meetings and the annual PTA Convention, if recommended by the Executive Committee, to present the OFT positions and views.

## **HISTORIAN**

The Historian shall:

1. Prepare an annual report of significant OFT events and achievements in form of a scrapbook.
2. Organize and maintain the historical scrapbooks.
3. Submit highlights of the yearly report for publication in the June issue of the OFTimes, in conjunction with OFTimes editor.

## **AFT AND NYSUT/NEA CONVENTION DELEGATES**

Convention Delegates shall:

1. Attend monthly meetings of ED.18 and present a report of those meetings to the Executive Committee.
2. Attend all general sessions and assigned committees at the convention.
3. Obtain instruction from the Executive Committee as to Constitutional Amendments, Resolutions and Elections voting positions,
4. Be knowledgeable on major issues and proposals in order to be able to discuss them in committee.
5. Vote at the convention according to the guidelines set by the Executive Committee.