

Duties of the Officers:

A. The President:

1. Preside over meetings of the local association.
 - a. Executive Board
 - b. Representative Assembly
 - c. Other meetings where the business of the association will be discussed
2. Suggest policies and plans for work for all committees
3. Attend School Board meetings and committee meetings of the Board
4. Act as spokesperson for local association
5. Assist in *Educator* Rights matters and member concerns
6. Set agenda(s) for all business meetings
7. Establish monthly meetings with Administration
8. Oversee FCPE operations
9. *Recommend* committee chairpersons to *Association Representatives*
10. *Suggest policies and plans of work for all committees on vital problems of the profession*
11. Visit schools to enhance the visibility of the Association
12. Recruit editor for and contribute to CCAE Newsletter
13. Direct the workflow of the clerical staff in conjunction with the NCAE professional staff
14. Oversee monthly membership reconciliation process
15. Serve as an ex-officio member of all CCAE Committees
16. Assign a designee and/or assist all other officers where needed to contact other worksites
17. *Recruit a representative for each of his/her assigned worksites*
18. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
19. *Follow the Executive Board Guidelines*

B. The Vice-President:

1. *The Vice-president shall perform all duties belonging to the office of President in his/her absence*
2. *Shall be the Membership Committee Chairperson*
3. *Shall be on the Executive Board*
4. *Attend CCS School Board meetings and committee meetings*
5. *Suggest policies and plans for work for all committees to the president*
6. *Assist in Educators Rights matters and members concerns*

7. *Assist in setting agenda for all business meetings*
8. *Attend meetings with Superintendent*
9. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
10. *Assist with monthly membership reconciliation process*
11. *Recruit a representative for each of his/her assigned worksites*
12. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
13. *Attend an annual training/planning session as scheduled by the president*
14. *Follow the Membership Committee Guidelines*

C. The Secretary shall keep a record of the proceedings of all business meetings of the Executive Board and the Representative Assembly and shall perform all other duties subject to the job of the Secretary.

1. *Shall be the Communication Committee Chairperson*
2. *Shall be on the Executive Board*
3. *Attend CCS School Board meetings and committee meetings*
4. *Suggest policies and plans for work for all committees to the president*
5. *Assist in Educators Rights matters and members concerns*
6. *Assist in setting agenda for all business meetings*
7. *Attend meetings with Superintendent*
8. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
9. *Assist with monthly membership reconciliation process*
10. *Recruit a representative for each of his/her assigned worksites*
11. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
12. *Attend an annual training/planning session as scheduled by the president*
13. *Follow the Membership Committee Guidelines*

D. The Treasurer shall account for all funds belonging to the Association, pay all dues and bills as directed by the President, keep an itemized account of receipts and expenditures and make a monthly written report of the same to the Executive Board and the Representative Assembly meetings.

1. *Shall be the Budget and Finance Committee Chairperson.*

2. *Shall be on the Executive Board*
3. *Attend CCS School Board meetings and committee meetings*
4. *Suggest policies and plans for work for all committees to the president*
5. *Assist in Educators Rights matters and members concerns*
6. *Assist in setting agenda for all business meetings*
7. *Attend meetings with Superintendent*
8. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
9. *Assist with monthly membership reconciliation process*
10. *Recruit a representative for each of his/her assigned worksites*
11. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
12. *Attend an annual training/planning session as scheduled by the president*
13. *Follow the Membership Committee Guidelines*

E. The Parliamentarian

1. *Shall be the Professional Rights & Responsibilities Committee Chairperson*
2. *Shall be on the Executive Board*
3. *Attend CCS School Board meetings and committee meetings*
4. *Suggest policies and plans for work for all committees to the president*
5. *Assist in Educators Rights matters and members concerns*
6. *Assist in setting agenda for all business meetings*
7. *Attend meetings with Superintendent*
8. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
9. *Assist with monthly membership reconciliation process*
10. *Recruit a representative for each of his/her assigned worksites*
11. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
12. *Attend an annual training/planning session as scheduled by the president*
13. *Follow the Membership Committee Guidelines*

F. The At-Large Members

1. *Shall be on the Executive Board*
2. *Shall represent their respective areas for all business of CCAE*
3. *Attend CCS School Board meetings and committee meetings*
4. *Suggest policies and plans for work for all committees to the president*
5. *Assist in Educators Rights matters and members concerns*
6. *Assist in setting agenda for all business meetings*
7. *Attend meetings with Superintendent*
8. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
9. *Assist with monthly membership reconciliation process*
10. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
11. *Attend an annual training/planning session as scheduled by the president*
12. *Follow the Membership Committee Guidelines*