

# Descriptions of Executive Board Positions

## 2024-2025

President	<ul style="list-style-type: none"><li>• To serve as the general manager of the Association, subject to the direction of the Executive Board.</li><li>• To serve as chief spokesperson for the Association.</li><li>• To preside as Chairperson of the Executive Board, Representative Council, and meetings of the Association.</li><li>• To provide agendas for the Executive Board, Representative Council, and Association meetings.</li><li>• To serve as a voting member of the Executive Board and Representative Council.</li><li>• To obtain approval from the Executive Board and/or Representative Council for any official correspondence of the Association which would affect a policy change.</li><li>• To serve as an ex-officio non-voting member of the Association's committees. Shall not be a member of the Nominations Committee.</li><li>• To oversee the activities of all committees with the administration of the total programs of the Association.</li><li>• To direct officers, committee chairpersons, and others in their specific duties and responsibilities of the Association.</li><li>• To delegate authority to other personnel of the Association with approval of the Executive Board.</li><li>• To appoint the chairpersons and members of standing committees and make other appointments as authorized with approval of the Executive Board.</li><li>• To sign vouchers authorizing expenditures of funds.</li><li>• To represent the Association at professional and public meetings and to attend or to appoint a designee to attend such meetings which will include the Board of Education, the KNEA Representative Assembly, and the National Education Association Representative Assembly. Ballots will reflect that the election to the presidency will include attendance (or a designee's attendance) to both the KNEA and the NEA Rep Assemblies.</li><li>• To provide counsel to the Association on public and community relations.</li><li>• To represent the Association in legislative matters as directed by the Executive Board.</li><li>• To appoint an Executive Board member to serve as a liaison member of each Association committee.</li><li>• To visit schools when deemed necessary to meet with and/or assist with members, and to request the UniServ Director to accompany if needed.</li><li>• To attend meetings of the Professional Negotiations Team as an ex-officio non-voting member.</li><li>• To supervise the office of the Association, to work with the officers to manage all financial accounts, to have charge of all property owned by the Association, and to maintain corporation status.</li><li>• To maintain a file of official minutes of the Executive Board and the Representative Council according to the minutes of the Secretary. These minutes shall be available to a member upon request.</li></ul>
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	<ul style="list-style-type: none"> <li>• To maintain a file of all records and correspondence which shall be available to the membership except those privileged materials relating to grievance cases.</li> <li>• To serve as coordinator of any official publications sponsored by the Association.</li> <li>• To maintain any up-to-date file of Building Representatives and key workers in each school for leadership positions.</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• To serve as vice-president of the Association and lead the membership committee.</li> <li>• To perform duties of the President in that officer's absence.</li> <li>• To attend meetings of the Executive Board, Representative Council, and the Association.</li> <li>• To attend or appoint a designee to attend the KNEA Representative Assembly, and the National Education Association Assembly. Ballots will reflect that the election to the vice-presidency will include attendance to the above mentioned assemblies.</li> <li>• To serve as a member of the Executive Board and Representative Council.</li> <li>• To become acquainted with the membership of the Association in order to discover qualified people for professional responsibilities.</li> <li>• To perform the reconciliation of the membership records on a monthly basis.</li> </ul>
Co-Treasurer	<ul style="list-style-type: none"> <li>• To hold the funds of the Association in the name of the National Education Association of Shawnee Mission and disburse them according to the budget approved by the Representative Council.</li> <li>• To keep accurate accounts of receipts and disbursements.</li> <li>• To provide detailed records of receipts and disbursements to the Executive Board or Representative Council at their request. Such records shall be provided in a timely manner and include all requested documentation.</li> <li>• To prepare an annual financial statement for publication to members as directed by the Executive Board.</li> <li>• To be designated as Custodian of the Membership funds for the Kansas National Education Association and the National Education Association.</li> <li>• To expend the funds only upon written authorization of the President, limited as follows: <ul style="list-style-type: none"> <li>○ Non-budgeted funds shall be expended only upon direction of the Representative Council.</li> <li>○ Budgeted funds shall not receive specific approval of the Representative Council.</li> <li>○ Funds belonging to KNEA and NEA, for which the Treasurer is custodian, shall be remitted according to KNEA's dues transmittal schedule, without prior approval of the Representative Council.</li> </ul> </li> <li>• To keep the President, Executive Board and Representative Council informed of the financial condition of the Association.</li> <li>• To assist in the initial drafting of the annual budget.</li> <li>• To serve as a member of the Executive Board and Representative Council.</li> <li>• To be a member of the Budget and Finance Committee of the Association.</li> <li>• To assist the Vice President with the reconciliation of the membership records on a monthly basis.</li> </ul>

<p>Secretary</p>	<ul style="list-style-type: none"> <li>• To serve as secretary at all meetings of the Executive Board, Representative Council and general membership, and to take minutes at these meetings which shall be maintained in the official files of the Association.</li> <li>• To assist with the work of the Association as directed by the President.</li> <li>• To serve as a member of the Executive Board and Representative Council.</li> </ul>
<p>Communications</p>	<ul style="list-style-type: none"> <li>• To promote any activities and meetings of the association to membership on all social media platforms, the website, and other methods as directed by the president.</li> <li>• To update and maintain the website as needed.</li> <li>• To serve as a member of the Executive Board and Representative Council.</li> <li>• To be a member of the communication committee</li> <li>• To assist with the new hire event as needed.</li> </ul>
<p>Representatives</p> <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Middle School</li> <li>• High School</li> <li>• New to the Profession</li> <li>• Ethnic Minority</li> <li>• ESP</li> <li>• Retired</li> </ul>	<ul style="list-style-type: none"> <li>• To approve official correspondence of the Association which would affect a change in policy.</li> <li>• To review the budget submitted by the Budget Committee and present it with recommendations to the Representative Council.</li> <li>• To make recommendations to the Representative Council.</li> <li>• To administer the decisions of the Representative Council.</li> <li>• To supervise programs of communication for the Association.</li> <li>• To promote professional activities for the Association.</li> <li>• To approve the appointments of chairpersons, co-chairpersons and members of all committees.</li> <li>• To employ a certified public accountant for the annual review of financial records of the Association and to authorize an audit when both the treasurer and treasurer-elect positions are on the ballot for election.</li> <li>• To represent the Association, within policies established by the Representative Council, in formal negotiations procedures, delegating authority to such groups as necessary, in the implementation of this function. A member of the Executive Board shall serve as a liaison member of an Association Committee.</li> <li>• To review the monthly Treasurer's Report.</li> <li>• To adopt and publish KNEA procedural rules for due process hearings and appeals for members who have been censured, suspended, or expelled from office or from membership in the Association.</li> </ul>