

# NTA Executive Board Positions & Committees

The following offices/positions make up the Executive Board which meets monthly from 3:30-5:00.

Many of the committees/offices have a long list of duties. For more information, or for examples, please contact a current Executive Board representative. You can also access the partial list of duties in the Constitution and Bylaws.

Position	Term	Duties	Notes
President	1 year	-Act as spokesperson for membership -Preside over executive board meetings -Many more	-General election -May serve up to 4 consecutive terms
Vice President	1 year	-Act as president if the president cannot fulfill duties -Attend meetings -Many more	-General election
Treasurer	2 years	-Act as receiver and custodian of all funds -Make a line-item report for membership each year -Propose a budget each year -Many more	-General Election
Secretary	2 years	-Keep a record of all meetings -Carry out correspondence -Many more	-General Election
Negotiations and Grievances Chair	3 years	See chart below	-Appointed by the Executive Board
Personal and Professional Issues Chair	1 year	See chart below	-Appointed by the Executive Board
Membership Chair	2 years	-Maintain and record membership roster -Inform CEA of changes	-Appointed by the executive board

		(name, address, status) -many more	
Membership Engagement Chair	1 year	See chart below	-Appointed by the Executive board
Building Representatives	1 year	-Act as a liaison to executive board -Bring information to members -Bring concerns or questions to executive board for discussion	-Elected by school -1 rep per 25 teachers
Webmaster	1 year	-Baintains NTA website -Updates information as needed	-appointed by the executive board

The following are committees of the association that meet as needed:

Committee	Term	Duties	Notes
Personal and Professional Issues	1 year	-Yo consider matters that relate to personal/professional issues of its members	-1 rep per building -Elected by school
Negotiations and Grievances	3 years (staggered terms)	-Take part in the negotiation of new contracts -Represent the association in the grievance process, etc.	-No less than 6 members -All levels represented -Appointed by the executive board
Political Awareness	1 year	-Provides a liaison with the CEA and NEA	-1 rep per 25 teachers -Elected by school
Membership Engagement	1 year	-Promote social cohesiveness and morale -Engage and retain membership through varied outreach -Plan Retirement Social and other activities	-1 rep per building -Elected by school
Public Relations	1 year	-Promote positive relations between the association and the community at large	-1 rep per building -Elected by school
Scholarship Committee	1 year	-To collect, read and select recipients of NTA scholarships	-1 rep per building -Chairperson appointed by the executive board

