Job descriptions for the SEA

The Building Representative (rep) shall:

- Have a three-year term length.
- Take care of building members issues that are non-contractual.
- Serve as the grievance committee as stated in the SEA contract.
- Meet with building administration over issues and report to executive board at monthly representative council meeting.
- Deal with all matters of ethical conduct on the part of all members.
- Deal with all types of contractual issues with discretion and confidentiality.
- Attend every monthly meeting (usually for 2 hours starting at 3:30), social events and be willing to work with members of each building with all types of issues with discretion and confidentiality.
- Report out to President often to update on building issues and general well-being of building.

The Secretary shall:

- Have a five-year term length.
- Be a member who is currently serving on the board as an executive board position or as a current building rep
- Keep full and accurate minutes of the meetings of the association, the representative council, and the executive committee and shall furnish copies at the request of the executive committee members. Copies of the minutes of rep council meetings shall be circulated among all the rep council members for distribution to all members.
- Compile an accurate list of the representative council, including first alternates, second alternates, etc., after the council meeting in September.
- Determine which alternate from a school shall act for an absent council member if more than one alternate is present.
- Check the attendance at each meeting of the council.
- Have a copy of the SEA (Suffield Education Association) constitution and by-laws and a copy of Robert's Rules of Order at every meeting.
- Have the maker of any motion or resolution at any general meeting of the association write out the motion or resolution and sign his/her name – such motions shall be preserved by the secretary
- Make a copy of all amendments to the SEA constitution and the by-laws and affix them to the secretary's copy of the SEA constitution.
- Serve as membership chair for the SEA.
- Maintain a current list of all active, associate, and honorary members and dues paid by them.

- Provide a report of membership at each representative council meeting, and he/she shall provide additional reports if requested by the president, the executive committee, or the representative council.
- Supervise all efforts to achieve maximum voluntary membership.

The Vice-President shall:

- Have a five-year term length.
- Be a member who is currently serving on the board as an executive board position or as a current building rep
- In the absence of the president, preside at meetings and discharge those functions for which time limits are set by the SEA constitution and these by-laws
- Receive all dues and shall deposit such money in the specified bank(s)
- Have the right and responsibility to pay all dues to the CEA (Connecticut Education Association) and the NEA (National Education Association) at the appropriate times.
- Make expenditures only on written orders from the president for up to $500 and for anything above $500 with the authority of the executive committee and rep council per the SEA constitution.
- Make a report of all receipts and expenditures, which is to be summarized at the yearly meeting.
- Provide a report at each representative council meeting, and he/she shall provide additional reports if requested by the president, the executive committee, or the representative council.
- Maintain a current list of all active and honorary members and dues paid by them.
- Ensure that the total cost of the membership dues for the positions according to article ix – duties of the treasurer – section 7 – be paid for out of the association funds.
- Supervise all efforts to achieve maximum voluntary membership
- Keep an active budget for the year.
- In the event of the resignation, death, or disqualification of the president during his/her term of office, the vice-president shall assume the duties of the office until such time as a special election for president can be held as per the SEA constitution

The President shall:

- Have a five-year term length
- Be a member who is currently serving on the board as an executive board position or as a current building rep.
- Be in charge of all SEA grievances.
- Oversee regular monthly 10-minute building meetings run by the representatives.
- Be in charge of running and updating the SEA website.

- Ensure that provisions of the constitution and by-laws are strictly adhered to.
- Be the presiding officer at meetings of the association, of the council, and of the executive committee.
- Ascertain whether each school is represented at each meeting of the council by its duly elected council member or alternate.
- Receive compensation for reasonable expenses incurred in behalf of the association.
- Have the responsibility of calling special general meetings of the association, the exec. committee, or the representative council.
- Make an annual report to the association to be summarized at the yearly general meeting of the association.
- Be a member of all standing and special committees with full voting rights, with the exception of the nominating committee on which he/she cannot serve.
- Be the official spokesman for the SEA.
- In the absence of the secretary at any meeting, shall appoint an acting secretary.
- Act as the Chairperson of the Negotiating Committee.
- Attend every Hartford County Council meeting representing the SEA.
- Attend every Hartford County Council advisory meeting representing the SEA.
- Be the link between CEA union serve representative and the SEA
- Attend the all president's meetings representing SEA.
- Attend any special CEA meetings representing SEA.
- Have monthly meetings with Suffield superintendent.
- Appoint committee chairs.
- Communicate regularly with all the SEA members updating them on current issues of the NEA/CEA/SEA.
- Attend Board of Education meetings when necessary.