



Summary of the duties for the open HCEA officer positions

Qualifications for Officers

- (a) All candidates for the office of the President, Vice-President, Treasurer, and Secretary shall have been Regular members of the Association for at least two (2) years immediately preceding the election.
- (b) All officers shall maintain Regular membership in the Association.

Terms of Office

- (a) The office of President/Vice-President shall be elected for a three (3) year term.
- (b) The office of Secretary/Treasurer shall be for a three (3) year term.
- (c) Officers will assume office on August 1 of their elected year.
- (d) No officer will serve more than two (2) consecutive three (3) year terms.

President

The President shall be the full-time Executive Officer of the Association.

The President shall:

- 1) Prepare the agendas and preside over all meetings of the Representative Council and the Board of Directors;
- 2) Serve as the official spokesperson for the Association;
- 3) Attend or designate persons to attend public meetings on behalf of the Association;
- 4) Appoint the members of standing and special committees from the Regular and Retired membership;
- 5) Appoint the chairpersons for standing and special committees from the Regular membership. Retired members may be appointed as co-chairs for standing and special committees. All chair and co-chair persons shall be approved by the Board of Directors;
- 6) Serve as a member ex-officio of all standing and special committees unless otherwise prohibited by these Bylaws or by statute;
- 7) Make a report at each regular meeting of the Representative Council and Board of Directors;
- 8) Report on a regular basis, at least quarterly, to the membership;
- 9) Maintain a detailed monthly written log of his/her daily Association activities;
- 10) File an annual written report of the "State of the Association" at the June Representative Council meeting. The report should include, but not be limited to, the Association's accomplishments and a status of the Association's action plan;
- 11) Call special meetings of the Representative Council and Board of Directors;
- 12) Serve as a delegate to the MSEA, NCUEA, and NEA conventions and shall act as chairperson for the HCEA delegations;
- 13) Make necessary school visitations in order to ensure that the concerns of the members are being addressed;

- 14) Perform or delegate the performance of all other functions usually attributed to this office;
- 15) Appoint or delegate persons using leave for Association activity with the consent of the Board of Directors, except in emergencies;
- 16) Serve as a signer of the Master Agreement as Ratified by the HCEA membership;
- 17) Serve as one of the two required signatures on all Association checks.

Vice-President

The Vice-President shall:

1. Assist the President in the performance of his/her duties, as requested;
2. Assume the duties of the office of President in the event the President is unable to fulfill his/her responsibility to the Association;
3. Serve as delegate, and as a contact person for the HCEA delegation, to the MSEA and the NEA conventions;
4. Serve as one of the two required signatures on all Association checks.

Board of Directors

Section 1 – Powers

The Board of Directors shall:

- (a) Implement all motions, resolutions, bylaws, and policies adopted by the Representative Council and for the general management of the Association;
- (b) Continually review the fiscal affairs of the Association;
- (c) Suggest policies and programs for consideration by the Representative Council;
- (d) Have the privilege to introduce business at all meetings of the Representative Council;
- (e) Propose the Association calendars for each year;
- (f) Within policies established by these Bylaws and the Representative Council, delegate to a team its authority to represent the Association in negotiating the Master Agreement with the Board of Education;
- (g) Within provision duty made in the annual budget, have the power to employ a staff for the efficient management of the Association;
- (h) Organize a training program for all members of the Board of Directors and the Representative Council at the beginning of each school year;
- (i) Invite representatives of such groups, departments, or associations it deems advisable to attend and report at the Board of Directors' meetings;
- (j) Receive minutes and reports of all Association committees or special committees;
- (k) Serve as a member of the Representative Council.

Composition and Election

- (a) The Board of Directors shall consist of the four (4) elected officers and the nine (9) elected Directors;

- (b) All Directors will be elected at-large by the Regular membership of the Association;
- (c) There shall be a total of nine (9) Directors and four (4) officers, including at least three (3) Education Support Professionals (ESP);
- (d) Directors shall be elected to serve a two (2) year term and will serve no more than three (3) consecutive two (2) year terms;
- (e) Four (4) Directors will be elected in odd numbered years, and five (5) Directors will be elected in even numbered years;
- (f) ESP representation on the Board of Directors shall be no less than the proportion reflected by the membership. In the event that the required number of ESPs falls below the required three (3) members at a time other than an election, the President shall appoint an ESP to the position, with the approval of the Representative Council. In the case of an election, the ESP with the highest number of votes shall be seated for a two (2) year term. This action may result in up to sixteen (16) Directors.
- (g) Directors will assume office on August 1 of their elected year.

Responsibilities and Duties

All Directors shall:

- (a) Attend meetings of the Board of Directors;
- (b) Communicate on a regular basis with assigned Association Representatives;
- (c) Attend meetings of the Representative Council;
- (d) Serve on a committee and/or as a liaison to at least one committee;
- (e) Attend as a delegate to the MSEA convention unless relinquished by the individual Director;
- (f) Adhere to the HCEA Ethics Policy, including upholding all majority votes of the Board in all forums.