

Eugene Education Association - Revised November 15, 2011

Official Elections Nomination Form, Spring 2012

All nominations must be made on this official form.

This form must be delivered to the EEA office NO LATER THAN Monday, March 12, at 4:15 P.M.

=====

Position sought _____ Name (print) _____

School _____ Nominee signature _____

Work phone _____ Home phone _____

Preferred email _____

=====

Open Positions

Two year terms: July 15, 2012 - July 13, 2014

- **Officers:** President or Co-presidents, Bethel Vice-president, Eugene 4J Vice-president, Treasurer, Secretary
- **Board of Directors:** South Secondary Director, North Secondary Director, Bethel Elementary Director, Sheldon Elementary Director, Churchill Elementary Director, Minority Affairs Director

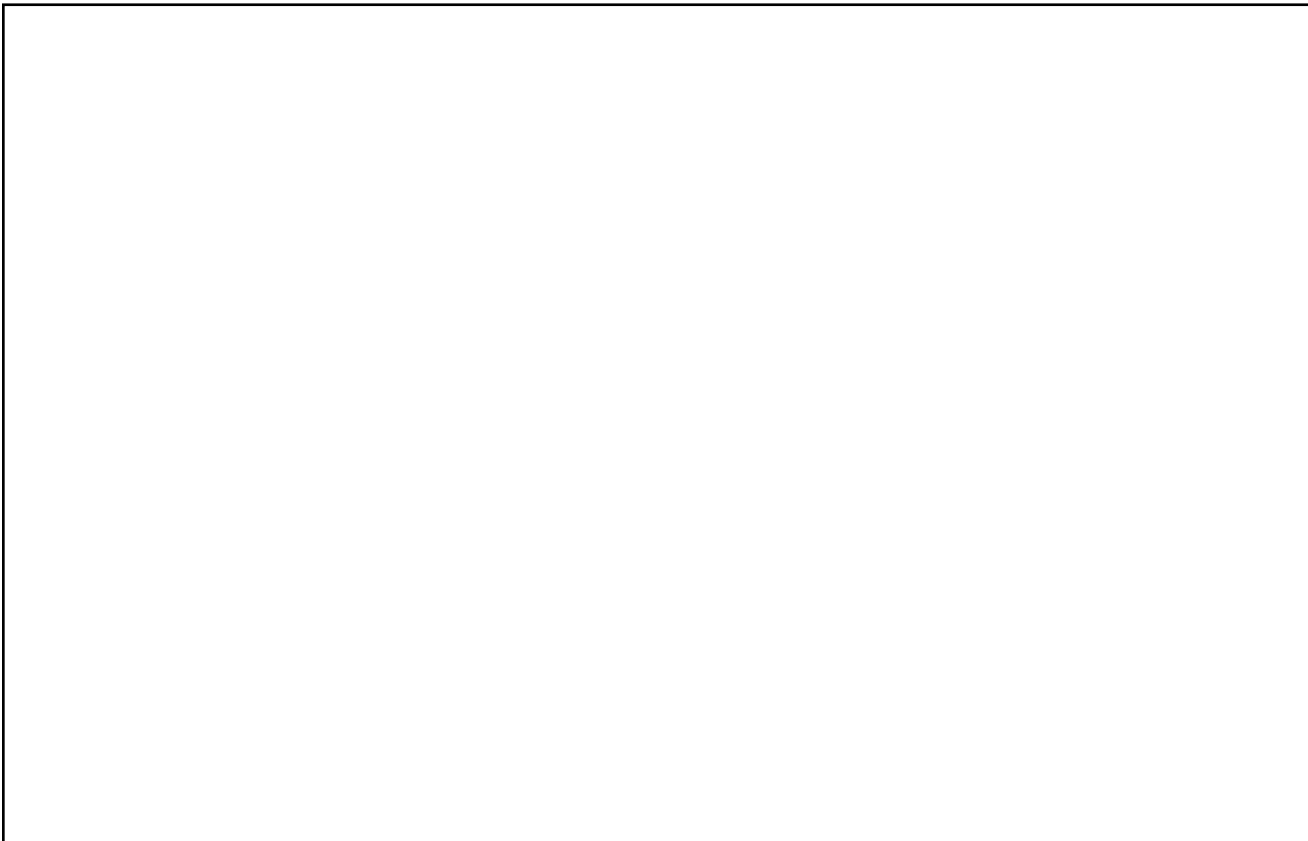
Three year terms: September 2012 - August 2015

- NEA RA Delegate: 1 position
- OEA RA Delegates: 24 positions

=====

Voter Pamphlet Information - Material must be copy ready.

- Material must be printed on white paper and be contained within the dimensions of the frame shown below (7.5 inches X 4.5 inches). Size limitation is necessary to allow material for two candidates per page. Co-president candidates will each be allowed 1 frame.
- No photographs or color copy will be reproduced.
- Text may include professional and EEA background information, philosophy statements, etc.



Position Descriptions

The President/Co-Presidents: the official spokesperson(s) for the Eugene Education Association (EEA) and is (are) responsible for internal/external communications of EEA. Responsibilities include: presiding at general membership, Representative Council and Executive Board meetings; being ex-officio member(s) of all committees, task forces, a member of program/budget committees, signing all checks in conjunction with the treasurer and serving as NEA RA delegate(s) and OEA RA delegate(s).

The Vice Presidents preside at meetings at the direction of the president. They are the co-chairs of the bylaws committee, ex-officio members of all committees/task forces and serve as OEA RA delegates. They create and distribute a year-end evaluation form to be completed by all standing committee chairs. In the event of a president's long-term absence or resignation, they would assume presidency for no longer than 45 days or until the results of special election is certified by the Executive Board.

The Secretary maintains accurate minutes and records of all general membership, Rep. Council and Executive Board minutes. S/he is responsible for printing/distributing minutes.

The Treasurer will be bonded and sign checks from the EEA in conjunction with the president. S/he disburses funds as authorized by the budget and submits written reports of income, expenditures and monthly balances to the Rep. Council and Executive Board. S/he is responsible for annual audits of EEA's financial records, and serves as a member of the Program/Budget Committee.

Area Directors (Elementary & Secondary) maintain contact with faculty representatives and provide materials to disperse in their area.

The Minority Affairs Director represents minority interests in local, state, national affairs. S/he presides as chair of the EEA Minority Affairs Committee and serves as a liaison between the committee and the Executive Board/Rep. Council. This includes creating an annual report.

The Eugene Association of Substitute Teachers (EAST) Director represents guest teacher (substitute) interests in local, state, national affairs. S/he reports to the EAST group at least three times a year. S/he reports to the Executive Board/Rep. Council annually and coordinates EAST efforts with the EAST chair/co-chairs.

Members of the Executive Board (positions include: president/co-presidents, vice president, secretary, treasurer, area directors, Minority Affairs Director and EAST Director) are responsible for the following: assisting in identifying EEA priorities, goals and work plan; conducting annual end-of-year evaluations and reviews; involvement in the ratification and bargaining process; attending Rep. Council as equal voting members; hearing reports from committees/task forces; approving all appointments made by the president/co-presidents; presenting budget proposals; determining interim EEA policy and recommending items for action.

NEA Representative Assembly Delegates attend Representative Assemblies (once a year in June/July) as well as EEA Rep. Council or Executive Board meetings, all pre-/post- delegate caucuses and vote at these in agreement with positions adopted by the EEA Rep. Council.

OEA Representative Assembly Delegates attend Representative Assemblies (once a year in April), all pre-/post- delegate caucuses and vote at these in agreement with positions adopted by the EEA Rep. Council.