

## **EXHIBIT V. POSITION SPECIALIST RESPONSIBILITIES**

Position Specialists of the Temecula Valley Educators Association are appointed representatives who help make up the Leadership Council, the policy making body of the Association. The Leadership Council establishes Association policies and objectives, adopts the annual budget of the Association, approves the establishment or discontinuance of committees and establishes the dues of the Association. The term of a Position Specialist is one school year. The following describes the expectations and responsibilities of an appointed Position Specialist.

### **Conduct**

- Represent themselves in a professional manner at all times on campus and as an advocate for our association
- Conduct themselves as a leader on campus, promoting ethical conduct and professional attitudes.
- Encourage cooperation and communication between colleagues and administration on the site(s) in which they work.
- Help foster good fellowship and morale among colleagues.

### **Representation**

- Seek input and gather feedback from the group(s) in which they represent.
- Represent the views and input of the group(s) they represent in Leadership Council meetings.
- Advocate for TVEA members within their Position Specialization, representing their interests in district level meetings whenever appropriate.

### **Communication**

- Send emails to Active members within their group(s) to share and discuss TVEA business that would impact their position.
- Promote frequent 2-way communication to engage members within their Position.
- Conduct 2-way communication with Position Specialists regarding items that impact the CBC; fiduciary or contract language.
- Communicate with TVEA leadership views of their Position Specialists.

### **Attendance**

- Regularly attend TVEA Leadership Council meetings
- Attend TVEA Leadership Council training.

### **Engagement**

- Encourage staff members within their group(s) to volunteer to participate on TVEA committees or run for leadership roles.
- Encourage members to get involved in issue based organizing, community engagement events and TVEA sponsored social events.
- Contact non-TVEA members as requested and encourage them to join TVEA.

I agree to fulfill the expectations and responsibilities of an elected Position Specialist in all of the above areas.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date