

Temecula Valley Educators Association

2018 Executive Board Elections

Declaration of Candidacy

The completed form must be returned to the TVEA office no later than **Thursday, March 22nd, by 4:30 pm.** (Postmark date not accepted). **Requirement for all positions: Any active member of the Association.**

Please print:

Name: _____ E-mail Address: _____

Home Address: _____

Home Phone: (____) _____ School Phone: (____) _____ x: _____

[] **President**

Term: July 1, 2018 – June 30, 2020

Duties of the President:

1. Act as the chief executive officer of the Association and its policy leader;
2. Call and preside at meetings of the Association and the Executive Board;
3. Prepare the agenda for the meetings of the Association;
4. Be familiar with the governance documents of the Association, CTA and NEA;
5. Appoint all Chairpersons and members of committees with the approval of the Executive Board;
6. Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association;
7. Attend meetings of the Service Center Council of which the Association is a part; and
8. Attend other CTA/NEA meetings as directed by the Executive Board.

[] **Vice President**

Term: July 1, 2018 – June 30, 2020

Duties of the Vice President:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Serve as the primary contact for Committee Chairs in conducting their committee business and in communicating with TVEA Governance bodies;
4. Be responsible for the coordinating of the TVEA Committee Meetings/Activities Calendar for the Association.

[] **Secretary**

Term: July 1, 2018 – June 30, 2020

Duties of the Secretary:

1. Maintain a careful and accurate record of the proceedings of each meeting, regular or special, of the Association and Executive Board;
2. Be responsible for distribution of all notices, agendas, and minutes of meetings to members of the Representative Council, and to the membership when appropriate;
3. Maintain an accurate roster of the membership of the Association and of all committees; and
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;

[] **Elementary Area Rep**

Term: July 1, 2018 – June 30, 2020

- Duties:
1. Participate on all Executive Board decisions;
 2. Serve on Leadership Council as a voting member
 3. Represent the needs of elementary teachers.

[] **Position Specialist Area Rep**

Term: July 1, 2018 – June 30, 2020

- Duties:
1. Participate on all Executive Board decisions;
 2. Serve on Leadership Council as a voting member
 3. Represent the needs of Position Specialist groups.

Please complete the "Candidacy Statement" portion on the reverse side of this form.

Candidacy statement must be 50 words or less.

Candidacy Statement

Candidate Statement Samples

Lucy Jones — Second Vice President

I'm Lucy Jones and I'm running for Second Vice President of TVEA. I believe it's important for the elementary voice to be heard at the leadership level. In the past I have served on Crisis and PAC committees, Site Leadership, and Elementary Area Rep. Thank you for your support.

Rick Smith — Treasurer

I would like the opportunity to again serve as Treasurer of TVEA. I have five years of experience in this position and am fully prepared and ready to assume the duties and responsibilities of Treasurer. I thank you for your confidence and would appreciate your vote for Treasurer of TVEA.

Your Candidate Statement

CANDIDACY STATEMENT (50 words or less, if additional space is required please use back of form)

Position: _____

Print Name: _____

Date: _____

Signed: _____