

# ***TEMECULA VALLEY EDUCATORS ASSOCIATION***

## **Certification for Stipend Payment** **Secretary**

Elected Officers of the Temecula Valley Educators Association (TVEA) are paid an annual stipend \$800 as set forth in "Exhibit D" of the TVEA Bylaws. The stipend amount is subject to pro-ration based on level of service. In order for payment to be made, an Elected Officer must certify the following:

\_\_\_\_\_ I certify that I fulfilled my responsibilities as Secretary of the Association and assisted the President in any manner necessary as determined by the President.

\_\_\_\_\_ I certify that I regularly attended TVEA Executive Board and Rep. Council meetings.

\_\_\_\_\_ I certify that I represented the Association in keeping accurate records of all Executive Board and Rep Council meetings in a manner consistent with the expectations of the Association.

\_\_\_\_\_ I certify that I oversaw the distribution of all notices, agendas, and minutes of meeting to appropriate members of the Association.

\_\_\_\_\_ I certify that I have an accurate roster of the membership of the Association and of all committees.

\_\_\_\_\_ **% (0-100)** Percentage of responsibilities completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Site