

J. Exhibit J. Committee Job Descriptions

Elections Committee

1. Purpose of Committee
 - a. Goal of committee—To ensure the election process is conducted in a manner that voters and candidates alike can be assured that reasonable rules of ethical conduct and procedures have been adopted, and are followed both in spirit and practice.
2. Standing Rules
 - a. Chairperson appointed after Executive Board elections are completed in the spring for the following school year.
 - b. Elections Chair recruits at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
 - c. Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner in accordance with CTA guidelines.
 - d. Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner in accordance with CTA guidelines.
 - e. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that ballot.
 - f. CTA, TVEA, and NEA elections will be conducted on separate ballots.
3. Operating Procedures
 - a. Determine and publish Elections time-line and calendar.
 - b. Publish elections information via TVEA website, TVEA Advocate, and TVEA Facebook.
4. Organizational Chart/Sub Committees
 - a. Sub Committees will be set up at the discretion of the chairperson.
 - b. Time commitment—varies, probably a few hours a month at flexible hours
5. Projects/Events
 - a. Organize elections and distribute voting materials.
 - b. Organize contract voting and distribute voting materials.
6. Budget
 - a. Work within the proposed TVEA annual budget.

Member Awareness and Engagement Committee

1. Purpose of Committee
 - a. The goal of the Member Awareness and Engagement Committee is to understand the demographics of our membership and ensure their awareness of the many Association benefits they receive through membership. The committee is also focused on developing ways to engage our members through TVEA activities and events as well as promote continuous involvement and commitment of unit members to build capacity and strength within the Association.
2. Standing Rules
 - a. The President appoints the chair at the beginning of the school year with Executive Board approval. The chair may recruit members to the President for appointment, also with Executive Board approval.
 - b. The chair will recruit and appoint subcommittee chairs to be approved by committee members.
 - c. The chair will appoint a liaison to the Executive who will be responsible for getting timely information to the Bargaining Chair.

3. Operating Procedures
 - a. The Committee will meet monthly and Sub Committees would meet as needed.
 - b. Decisions will be made by majority vote amongst vested/approved members and will be reported to the Executive Board in collaboration with the President or assigned Vice-President.

4. Organizational Chart/Sub Committees
 - a. Membership
 - i. Demographics of Membership
 1. Database Demographics
 2. Develop, Send and Analyze Member Surveys
 - ii. Define, understand Target Groups
 1. New Members
 - a. New Member Liaison
 2. Levels of Engagement
 3. Positions/Titles
 4. Teaching Levels (Elem/Middle/High)
 5. Specialists
 6. Emerging Leaders
 - b. Member Benefits
 - i. TVEA/CTA/NEA Member Benefits
 1. Did you know messages
 - a. Benefits to belonging to a Union
 - b. Member vs Non-Member status
 - c. Contract Language
 - d. Automatic and Voluntary Benefits from CTA/NEA
 - e. Representation
 - f. Promote Wins (Credit claiming for TVEA)
 - c. Ways to Engage - Events and Activities
 - i. Master Calendar of Events
 - ii. Organize, Plan, Promote Events
 - iii. Activity Events - Football Night, Bowling, Hiking, Walk/Run, Hockey
 - iv. Social Events – Happy Hours, Open Houses

Organizing Committee

- 1) Purpose of Committee
 - a. Facilitate member awareness and knowledge on critical issues facing TVEA as an association.
 - b. Mobilize membership and promote participation utilizing various modes of communication.
 - c. Connect TVEA with local media and fellow stakeholder groups.
 - d. Promote TVEA within a positive light within the community.
- 2) Standing Rules
 - a. President appoints chairperson/co-chairs at the beginning of the school year with Executive Board approval. Co-Chairs may recruit for potential members to suggest to the President and Executive Board with the consideration of balance amongst grade levels and sites.
 - b. The Organizing Committee will meet up to monthly as needed with a maximum agenda timed at ninety minutes. If "Negotiations Organizing" is in effect during stalled negotiations then meetings may be set for two hours.
 - c. Decisions will be made by majority vote amongst vested/approved members and will be presented to Executive Board in collaboration with the President and/or assigned Vice-President for approval.

- 3) Operating Procedures
 - a. Meetings will begin and end on time. A motion may be made to extend the meeting fifteen minutes as needed.
 - b. Members will be charged with designing messages and actions to engage and guide interested members.
 - c. The Organizing Committee will facilitate communication by generating text alerts, mass e-mails, Face Book posts, etc. Face to Face meetings will be conducted at Site Leader Meetings, Site Visits, and general membership forums.
- 4) Subcommittees
 - a. Will be suggested by committee leadership and/or members and approved by committee vote
- 5) Budget
 - a. The Organizing Committee will propose an annual budget request to the Budget Committee and must stay within that allocation or seek Exec Board approval to go beyond.

Instruction and Professional Development (IPD) Committee

1. Purpose of Committee
 - a. Goal of committee—To provide members with the opportunities for continuous study and development in the areas of instruction, classroom management, curriculum, wellness and issues affecting the education professional.
2. Standing Rules
 - a. Chairperson appointed after Executive Board elections are completed in the spring for the following school year.
 - b. IPD Chair recruits members to fulfill committee roles. Committee should consist of at least one member from each level (elementary, middle, high) and two members from special interest groups.
 - c. IPD Committee meets monthly to schedule, plan, develop, implement and assess events, workshops and conferences for association members.
 - d. Decisions are made by consensus, actions reported back to Exec Board and Leadership Council. Minutes are kept and filed with 2nd Vice President.
3. Operating Procedures
 - a. Find out the IPD needs of our membership through surveys, discussions with the DO and input from Leadership Council.
 - b. Research the speakers, workshops and conferences available to offer to our members.
 - c. Create and implement a calendar of IPD events for our membership
 - d. Oversee the IPD budget which consists of booking speakers, workshops and costs of attendees.
 - e. Promote IPD events via TVEA Website, TVEA Advocate and Facebook.
 - f. Maintain information placed on TVEA website area for "Professional Development"
4. Organizational Chart/Sub Committees
 - a. Sub Committees will be set up at the discretion of the chairperson.
 - b. Time commitment—varies, probably a few hours a month at flexible hours
5. Projects/Events
 - a. Major projects/events committee oversees
 - i. Speakers
 - ii. Workshops/Classes/Trainings - Provided by CTA and others
 - iii. Conferences - Provided by CTA and others
 - b. Publicity efforts
 - i. Calendar
 - ii. Email reminders
 - iii. Flyers
 - iv. Leadership Council
 - v. Website

- vi. Facebook
 - vii. TVEA Advocate
6. Budget
- a. Work within the Conference budget for 2011-2012. Propose budget annually.

Equity and Human Rights Committee

1. Purpose of the committee:
 - a. Raise the awareness of the Association to human rights, women and minority issues
 - b. Monitor the involvement and participation of the members in the policy- making process that would ensure inclusiveness at all levels of the Association
 - c. Encourage members to participate in the CTA Scholarships
 - d. Identify and analyze problem areas within the schools and the community
2. Standing Rules:
 - a. Chairperson appointed by the President and approved by the Leadership Council
 - b. Chair recruits members to fulfill committee roles. Goal is to have at least one member representing each level. (elementary, middle school, and high school)
 - c. All activities are reported to the Executive Board
 - d. Chairperson will attend the San Geronio's Service Center Human Rights Meeting
3. Operation Procedures:
 - a. Committee will meet once a month
 - b. Committee will arrange for ongoing training for Association leaders and members
4. Organizational Chart/Sub-Committees:
 - a. Sub committees will be set up at the discretion of the chairperson
5. Projects/Events:
 - a. Committee will encourage members to attend the various conferences offered by CTA/NEA
 - b. Committee will encourage members to apply for the minority incentive grants
 - c. Publicize events through email, newsletter, Leadership Council
6. Budget:
 - a. At the discretion of the Executive Board

Social Events Committee

1. Purpose of Committee
 - a. Goal of committee—To provide support to and/or recognition of members and the opportunity to build social connections within TVEA.
2. Standing Rules
 - a. Chairperson appointed by President.
 - b. Chair recruits members to fulfill committee roles. Committee may consist of one member from each level (elementary, middle, high).
 - c. The committee meets as necessary to plan activities/events.
 - d. Chair reports to President and Executive Board on activities.
3. Operating Procedures
 - a. Receive information (emails, membership) on members affected by sickness, death in family, or other catastrophic events – appropriate gift is sent, via Lisa (secretary)
 - b. Receive information (emails, membership) on members that “deserve” recognition- via TVEA Website, TVEA Advocate and Facebook
 - c. Create and implement a calendar
4. Organizational Chart/Sub Committees
 - a. Sub Committees will be set up at the discretion of the chairperson.
 - b. Time commitment—varies
5. Projects/Events

- a. Major projects/events committee oversees
 - i. On- going –support (sickness, death, etc.)
 - ii. WHO awards
 - iii. New Teacher Welcome Bags
 - iv. Retirement celebration
 - v. SHOUT
 - vi. Principal’s Recognition
 - vii. Social Hours
 - b. Publicity efforts
 - i. Calendar
 - ii. Email reminders
 - iii. Leadership Council
 - iv. Website
 - v. Facebook
 - vi. TVEA Advocate
6. Budget
- a. Budget for 2013/2014 is \$3000

Grievance Committee

- 1. Purpose of Committee
 - a. To act as teacher advocates and take an active role in surfacing grievances
 - b. To advise members in considering Grievance filing and processing at Levels I and II
 - c. To educate members and disseminate information about the grievance process
 - d. Maintain a separate file for current and past grievances at the TVEA office
- 2. Standing Rules
 - a. The Grievance Committee shall consist of a chair and three (3) members, one each representing elementary, middle, and high school levels when possible.
 - b. The Grievance Committee Chair and members shall be nominated by the President and approved by the Executive Board.
 - c. The Executive Board shall adopt the procedures for grievance processing in congruence with the collective bargaining agreement.
 - d. Individuals filing a grievance must notify the TVEA Grievance Chair and/or TVEA office in order for TVEA to support as necessary.
 - e. All grievance matters and files are considered confidential and are not to be shared or discussed outside the jurisdiction of the committee.
- 3. Operating Procedures
 - a. Meetings will be every month or every other month as needed following the Executive Board and Leadership Council meetings for that month.
 - b. The Grievance Chair will report periodically to the Executive Board and Leadership Council regarding grievance matters.
 - c. The Grievance Committee will make recommendations to TVEA leadership and the Executive Board regarding grievance matters including whether to proceed to Arbitration (See Executive Board Policy on the Decision to Move to Legal Arbitration in a Grievance)
 - d. The Grievance Committee will make a yearly evaluation of the effectiveness of TVEA’s grievance policies and procedures
- 4. Budget
 - a. The Grievance Committee may request a budget allocation for conferences, new member trainings, release time, etc. in the spring for the next school year.

Fiscal Analysis and Reports

- 1. Purposes
 - a. Review and Analyze State, District and TVEA Budget and other related documents and reports
 - b. Communicate the relevance of such reports to the Bargaining Team and Executive Board

- as appropriate.
 - c. Suggest positions for the TVEA Executive Board to assume on various fiscal/budgetary issues and the Bargaining Implications for the Bargaining Team.
2. Standing Rules
 - a. The President appoints the chair at the beginning of the school year with Executive Board approval. The chair may recruit members to the President for appointment, also with Executive Board approval.
 - b. The Committee will meet every month or every other month as needed.
 - c. The chair will appoint a liaison to the Bargaining Team who will be responsible for getting timely information to the Bargaining Chair.
 - d. Decisions will be made by majority vote amongst vested/approved members and will be Reported to the Executive Board in collaboration with the President or assigned Vice-President.
 3. Operating Procedures
 - a. Meetings will begin and end on time. A motion may be made to extend the meeting fifteen minutes as needed.
 - b. Copies of documents and reports provided are the property of TVEA and are not to be duplicated or shared with general membership.
 - c. Three times a year (Fall, Winter, Spring) the Committee Chair will report out to Executive Board on significant matters.
 - d. The Fiscal and Reports Committee may be asked to inform members via various forms of communication (ex. E-Mail, Newsletter Articles
 4. Budget
 - a. The Fiscal Analysis and Reports Committee may propose a budget to the Executive Board as needed for approval.
 - b. Stipends will be awarded at a rate commensurate with other like TVEA Committees.
 5. Projects
 - a. Publicity efforts to promote Member Awareness or Engagement
 - i. Promotional Materials, ie: Tshirts, Logos, Pens, etc.
 - b. Promotional Communication pieces to impact Member Awareness or Engagement
 - i. Campaigns – I AM TVEA
 6. Budget
 - a. Budget should be based on upcoming annual activities/events/promotional items or communications for the year.
 - b. Budget should be given to Fiscal Committee prior to planning the annual TVEA budget.

Special Education Committee Description

1. Purpose of Committee
 - a. The goal of the TVEA Special Education Steering committee (SSC) is to support all special education team members by providing support and training, fostering communication regarding Special Education problems and solutions, and involving and informing members regarding legal compliance, contract issues and designated bargaining goals.
2. Standing Rules
 - a. President appoints chairperson/co-chairs at the beginning of the school year with the Executive Board approval. Co/Chair Person(s) may recruit for potential members to suggest to the President and Executive Board with the consideration of balance amongst grade levels and sites.

- b. The Special Education Steering Committee will meet monthly with a maximum agenda timed at ninety minutes.
 - c. Decisions will be made by consensus, actions reported back to Executive Board and Leadership Council. Minutes are kept and filed with President.
3. Operating Procedures
- a. SSC will be responsible for finding out the needs of our membership through surveys, site visits, communication with TVEA Position Specialists, discussions with the District Office, and input from Leadership Council.
 - b. Promote SSC work via TVEA website, TVEA Advocate, and Social Media accounts.
 - c. SSC will meet monthly or bimonthly depending on calendar. Meetings will start and end on time not exceeding 90 minutes.
4. Organizational Chart/Sub Committees
- a. Sub Committees will be developed at the discretion of the chairperson.
 - b. Elementary (Assign roles and responsibilities)
 - c. Middle School (Assign roles and responsibilities)
 - d. High School (Assign roles and responsibilities)
 - e. Related Services (Assign roles and responsibilities)
 - f. Bargaining and Contract Language
 - g. Time commitment--varies.
5. Projects/Events
- a. TVEA Website
 - b. TVEA Advocate
 - c. Social Media
 - d. Surveys/Email/Leadership Council
 - e. Community Organizing
 - f. Special Events
6. Budget
- a. At the discretion of the Executive Board
 - b. Requests developed at start of the school year.

Political Action Committee

- 1. Purpose of the committee
 - a. Goal of committee--to interview candidates for school board elections and make specific recommendations for Association support
 - b. To provide information the Association regarding pending legislation in the field of education
 - c. To develop campaigns and programs in regards to legislation and the support of candidates pursuant to the instructions of the Executive Board

To provide continuing liaison between the Association and elected political officials
- 2. Standing Rules
 - a. Chairperson appointed after Executive Board elections are completed in the spring for the following year

- b. PAC Chair recruits members to fulfill committee roles--committee should strive to consist of at least one member from each level (elementary, middle, and high)
 - c. Decisions are made by consensus, actions reported back to the Executive Board and Leadership Council. Minutes are kept and filed with the 2nd Vice President.
- 3. Operating Procedures
 - a. Research candidates for school board elections, devise and implement interviews for promising candidates, then, using the procured information, make specific recommendations for Association support
 - b. Research pending legislation, obtain input from members on political direction and their priorities for Association support
 - c. Develop campaigns which might involve phone banks, signs, and various other strategies pursuant to the instructions of the Executive Board
 - d. Provide a link with elected public officials and the Association by bringing concerns to their local or Sacramento offices or the school board
 - e. Keep members apprised of any progressive reform that helps public education
- 3. Organizational Chart / Sub-Committees
 - a. Sub committees will be set up at the discretion of the chairperson
 - b. Time commitment varies depending upon the elections and/or political legislation at that time
- 4. Projects / Events
 - a. Elections
 - i. Research of candidates
 - ii. Interview questions compiled
 - iii. Interviews conducted
 - b. Publicity efforts
 - i. e-mails
 - ii. flyers, palm cards, bumper stickers, window clings
 - iii. Leadership Council
 - iv. TVEA website and facebook page
 - v. phone calls (could be through phone banks)
 - vi. signs for yards and windows
- 5. Budget
 - a. Work with the budget annually dependent on elections and or legislation (PAC Fund)

Additional Committees

Retirement

Insurance Advisory

LCAP Consult

Common Core Advisory