

## **EXHIBIT IV. SITE LEADER RESPONSIBILITIES**

### **TEMECULA VALLEY EDUCATORS ASSOCIATION**

#### Site Leader Responsibilities

Site Representatives of the Temecula Valley Educators Association are elected representatives who 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 Site Representative is one year. The following describes the expectations and responsibilities of an elected Site Representative.

#### **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 their site.
- Help foster good fellowship and morale among colleagues.

#### **Representation**

- Advocate for TVEA members at their site by representing them in meetings with administration
- Meet with the Site Administration on an ongoing basis to ensure open communication.
- Conduct frequent and regular polls to seek input of the membership of the school site.
- Represent the views and input of the school site members in votes taken in the Leadership Council.

#### **Communication**

- Conduct monthly 10-minute meetings at their site to share and discuss TVEA business.
- Promote frequent 2-way communication to engage members at their site.
- Distribute TVEA communications to their staff members in a timely manner.

#### **Attendance**

- Regularly attend TVEA Leadership Council meetings and secure an alternate when they are unable to attend.
- Attend TVEA Site Rep training.

#### **Elections**

- Communicate timelines for elections of the association.

#### **Engagement**

- Encourage staff members at their site 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 the TVEA.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date