

**GUIDELINES FOR
EXECUTIVE BOARD MEMBERS
PORTLAND FEDERATION OF SCHOOL PROFESSIONALS**

Section 1 President:

The President shall be a full-time contractual employee of this organization, elected by a majority of the vote of the membership as prescribed by the Constitution and By-Laws, whose salary is negotiated by the Contract Committee, chaired by the Treasurer.

The President shall:

1. be responsible for the daily activities of the organization;
2. engage in collective bargaining;
3. oversee grievances;
4. conduct organizing drives;
5. assist in the preparation of a proposed budget and program for the next fiscal year, which includes goals and major activities, and present them at the September meeting;
6. supervise salaried employees;
7. make professional and business contracts;
8. preserve the fiscal integrity of the organization;
9. promote the welfare of the members of this local;
10. maintain a good relationship with the general public, the employees of the District, and the Administration of the District;
11. conduct meetings and workshops;
12. be an ex-officio member of all committees, except the Contract Committee and the Election Committees;
13. be the chief delegate to all conventions of the American Federation of Teachers, AFT-Oregon, and Oregon AFL-CIO;
14. preside at full membership, Executive Board, and special membership meetings;
15. act as official spokesperson for the Organization;
16. act as chief executive officer, administer the affairs of PFSP, and carry out the policies and directives of the Membership, and the Executive Board;
17. lobby for the Organization as required;
18. call meetings as prescribed in the Constitution;
19. appoint committees, with Board approval, as prescribed in the Constitution;
20. attend training sessions as budget and conditions warrant;
21. attend School Board meetings, and District functions as a representative of PFSP;
22. post open, permanent office staff positions, as necessary. Administrative assistant and clerical openings can be offered through on-line advertisers, while the Field Representative position must be posted through member-based contacts, such as the PFSP newsletter and Listserv;
23. conduct the initial screening of applicants; and conduct final interviews of qualified candidates with, but not limited to, two Board members, or one Board member and a member of AFT-OR's staff;
24. enforce the provisions of the collective bargaining agreement with Portland Public Schools;

25. see that the necessary Federal, State, and City reports have been filed on time and that payments are made promptly; and
26. hold the interests and welfare of PFSP as primary before affiliates or other organizations to which the President may belong.

Section 2 Executive Vice President:

The Executive Vice President Shall:

1. support the President in carrying out the policies and directives of the membership and the Board;
2. attend District Committee meetings as directed by the President;
3. attend School Board Meetings, district functions, and Budget Hearings, as an alternate to the President;
4. preside at meetings of Classified members and at other meetings, as requested or as necessary;
5. serve on committees as appointed by the Executive Board;
6. attend training as budget conditions warrant;
7. serve as a delegate to the AFT-Oregon annual convention;
8. chair the Constitution Committee; and
9. any other duties as designated by the President.

Section 3 Political Education (COPE) Vice President:

The (COPE) Vice President shall:

1. support the President in carrying out policies and directives of the membership and Board;
2. establish legislative priorities in consultation with the PFSP membership and affiliates and make recommendations to the Board and the membership;
3. establish endorsement procedure for candidates seeking political office and a procedure for making recommendations to the membership;
4. serve as PFSP liaison to the AFT-Oregon COPE Committee;
5. be aware of legislation related to the educational field, and to the welfare and conditions of persons employed in the education field, and lobby for such as directed by the membership of PFSP;
6. organize and execute political fundraising
7. coordinate political activities
8. serve as a delegate to the AFT-Oregon annual convention;
9. chair the PFSP Committee on Political Education, and direct its activities as prescribed in the Constitution and By-Laws; and
10. attend training as available, and as budget and conditions warrant.

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2 **Section 4** **Secretary:**
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4 The Secretary shall:

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- 6 1. support the President in carrying out the policies and directives of the membership and
7 Board;
 - 8 2. take accurate minutes of the proceedings of this organization, and read or distribute the
9 minutes for approval at the appropriate meetings, as prescribed in Article II of the By-
10 Laws;
 - 11 3. keep a file of minutes of committee meetings as requested;
 - 12 4. maintain rosters of all committees;
 - 13 5. receive counted, written ballots, in a sealed envelope, from the elections committee for
14 retention for three (3) years;
 - 15 6. as Standing Rules are adopted by this organization, be responsible for their compilation
16 and assembly. Standing Rules are to be kept as part of the articles of this organization,
17 and in the same manner as copies of the Constitution and By-Laws;
 - 18 7. serve as a delegate to the AFT-Oregon annual convention;
 - 19 8. serve on committees as designated by the Constitution and By-Laws; and
 - 20 9. attend training as available, and as budget and conditions warrant.
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23 **Section 5** **Treasurer:**
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25 The Treasurer shall:

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- 27 1. support the President in carrying out the policies and directives of the membership and
28 the Board;
 - 29 2. review and present a comprehensive monthly financial report for the members of the
30 Board;
 - 31 3. review and present a financial statement at Council meetings and make it available to
32 Building Representatives at their respective responsibility centers for the inspection of
33 PFSP members;
 - 34 4. review the finances of the PFSP on a monthly basis;
 - 35 5. serve as a delegate to the AFT-Oregon annual convention;
 - 36 6. chair the Budget and Finance Committee, and the Contract Committee; and.
 - 37 7. attend training as available, and as budget and conditions warrant.
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40 **Section 6** **Vice Presidents at Large**
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42 There shall be four (4) Vice Presidents at Large, each of whom shall serve as a delegate to the
43 AFT-Oregon annual convention; with other duties to be assigned by the Executive Board, as
44 needed, in the following areas:

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- 46 1. Fund Raising and Scholarships
 - 47 2. Hospitality
 - 48 3. Ad hoc committees as needed.
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The Vice President(s) assigned responsibility for Fund Raising and Scholarship shall:

1. support the President in carrying out the policies and directives of the membership and the Board;
2. organize and execute fundraising for scholarships;
3. notify members of scholarship availability;
4. make scholarship requests available to applicants;
5. work with the Committee to review applications;
6. present recipients with their scholarships;
7. serve on committees as designated by the Constitution and By-Laws; and
8. attend training as available, and as budget and conditions warrant.

The Vice President(s) assigned responsibility for Hospitality shall:

1. support the President in carrying out the policies and directives of the membership and Board;
2. arrange membership social functions and maintain a file of places and persons for reference in planning social and informational events.
3. assist with workshops, conferences, conventions and special events as requested;
4. serve on committees as designated in the Constitution and By-Laws; and
5. attend training as available, and as budget and conditions warrant.