

Central California Council of Teachers of English

Job Descriptions

The following duties of the CCCTE Board members are authorized by the CCCTE Constitution, Board Policies and current practices.

Immediate Past President

1. Serves as NCTE liaison officer:
 - A. Confirms with the CCCTE treasurer that NCTE dues have been paid each year.
 - B. Assures that an up-to-date Board roster is sent NCTE in July, and fills out and returns to NCTE the affiliate record forms (officers, governing board, end-of-the-year report).
 - C. Attends the NCTE convention.
 - D. Contacts all CCCTE Board members who are not members of NCTE and reminds them that they must be NCTE members.
 - E. Keeps CCCTE Board informed of NCTE activities.
 - F. Prepares articles for the newsletter on the activities and actions of NCTE.
2. Serves as consultant to the President on matters of policy and procedure.
3. Chairs the Elections/Nominating committee for Central and CATE elections, including the mailing and tallying of annual CCCTE elections.
4. Chairs a committee to review and propose revisions for Constitution, Board Policies, and Job Descriptions.

President

1. Serves as CATE liaison:
 - A. Attends all CATE Board meetings.
 - B. Invites the VP to attend CATE Board meetings if the President cannot.
 - C. Attends the annual CATE convention.
 - D. Chairs the CCCTE caucus at the CATE convention.
 - E. Reports to the CCCTE Board on CATE meetings.
 - F. Insures that all CATE deadlines are met by Board members.
 - G. Submits the annual report of the affiliates to the CATE President.
2. Calls meetings of the Board of Directors and the Council.
3. Prepares agendas for meetings.
4. Represents the Council whenever representation is required.
5. Fills vacancies on the Board after conferring with officers and receiving Board approval.
6. Appoints subcommittee to review financial records in 2004 and subsequent leap years.
7. Hires independent auditor to audit in 2006 and every four years thereafter.
8. Writes the President's message for each newsletter.

9. Attends affiliate workshop at NCTE fall convention, if possible.
10. Appoints chair or co-chairs for Regional conference (i.e. Napa Conference).
11. Provides award of recognition for Immediate Past President to be presented at last board meeting of his/her term.
12. Writes letters of congratulations to Central scholarship and award winners.
13. Makes appointments as delineated in Constitution and Board Policies

Vice President

1. Serves as Curriculum Study Commission Liaison (or appoints a designee):
 - A. Attends CSC meetings.
 - B. Keeps CCCTE Board informed about CSC activities.
2. Chairs Board meeting in the absence of the President.
3. Attends CATE Board meetings in the absence of the President.
4. Maintains a calendar of CCCTE, Commission, and committee meetings, deadlines, and activities.
5. Attends annual CATE convention.
6. Compiles a binder containing copies of the current roster, Constitution, Board Policies, and Job Descriptions, and distributes these binders to any new Board member.

Secretary

1. Sends notification of all meetings to all Board members at least one week prior to the meeting.
2. Records, types, and distributes to all Board members the minutes of each Board meeting within two weeks following a meeting.
3. Compiles a packet of all materials distributed at a meeting, and sends it to absent members.
4. Prepares and distributes the results of mail ballots.
5. Acts as Timekeeper at Board meetings.
6. Compiles and distributes in September a roster of Board members, as well as keeping the register up-to-date.
7. Prepares a synopsis of CCCTE Board meetings and gives to the newsletter editor and webmaster for inclusion in each newsletter/website.

Treasurer

1. Keeps accurate records of all financial transactions of the Council, its Board, and Commissions created by the Board (with the exception of Curriculum Study Commission).
2. Prepares the annual CCCTE budget and presents it at the September meeting.
3. Submits a budget report of current financial status at each Board meeting, including the following information:
 - A. The budget for the year in each account
 - B. The expenditures and income in each statement
 - C. The amount held in all savings and checking accounts
4. Invests funds so that the money market interest is achieved.
5. Reimburses Board members in compliance with Board policies.
6. Submits a final financial report for audit or review by September 1 every even-numbered year.
7. Prepares and submits an annual budget report as of June 30 to be sent to the CATE treasurer by September 1.

Newsletter Editor

1. Presents at the fall meeting suggested changes in format and content of the newsletter for Board approval.
2. Sets the number of issues per year, the approximate date of receipt, and the budget allocation, with Board approval.
3. Assigns regular features to be written and sees that they are submitted on time.
4. Solicits articles and photographs for the newsletter.
5. Publishes and distributes newsletter to all Central Council members, CATE Board members, the CCCTE website, and maintains copies for archives.

Webmaster

1. Presents for Board approval at the fall meeting any suggested changes in format and design of the website.
2. Presents for Board approval any expenses incurred or expected for maintenance of the website.
3. Maintains website with accurate and up-to-date information; i.e. maintaining calendar of events, Board roster and contact emails, Board meeting minutes, NCTE and CATE writing contests, copies of CCCTE newsletter, links to pertinent sites, and so forth.
4. Assign Board members to contribute information for website.

Policy/Legislative Chair

1. Reports to SLATE Steering committee local political developments via annual report at the NCTE convention.
2. Encourages members to consider SLATE membership.
3. Facilitates discussion at winter Board meeting about potential resolutions to bring to CATE convention.
4. Prepares and presents resolutions for Board adoption.
5. Reports to the newsletter editor and webmaster action taken on resolutions.

Membership Chair

1. Maintains and updates membership records according to new and renewal information sent from Precision Assembly.
2. Provides membership materials at local/regional conferences, and is available for questions.
3. Provides articles about membership for the newsletter/website.
4. Chairs committee to investigate ways of increasing membership, including student teachers.
5. Prepares and distributes membership information and incentives when directed by the Board.
6. Reports at each Board meeting on the number of members.

Members-at-Large

1. Brings to Board meetings items that concern the constituencies they represent.
2. Participates in the discussion and decision-making process at meetings.
3. Participates actively in at least one regional conference sponsored by CCCTE each year (i.e. give a workshop, work registration, etc.)
4. Attends the northern CATE convention and participates as a delegate to the business meeting and the Central caucus meeting.
5. Chairs a standing committee or serves on a task group as needed to begin annually each fall.

Asilomar Arrangements Chair

1. Polls the Board at Spring meeting for commitments to Asilomar Board meeting.
2. Sends to Asilomar the names of CCCTE Board members who will need lodging at the pre-conference Asilomar meeting.
3. Notifies Asilomar of Board meeting needs: meeting room arrangements, refreshments, keys, and so forth.

4. Sends a letter or email to the Board members by the first week of September verifying lodging arrangements.
5. Coordinates any social commitments with CSC registrar and Asilomar.
6. Sees that the Treasurer writes a check for Asilomar pre-conference meeting and any further financial commitments.

CATE Essay Contest Chair

1. Obtains the writing prompt from CATE.
2. Distributes flyer and directions for entrants to Board members.
3. Receives entry essays in coordination with CATE timeline.
4. Arranges for evaluation team to meet to evaluate and discuss papers.
5. Makes copies of the winning entries at each grade designation to be forwarded to CATE Publications Committee.
6. Prepares award certificates.
7. Prepares and mails a press release to be sent to local papers.
8. Works with Spring Awards Event Chair.

Spring Awards Event Chair

1. Selects date, time and site of event; decides on menu and negotiates price of meal.
2. Writes letters of invitation to winners of CATE's essay contest, NCTE's Achievement Award in Writing, and the Promising Young Writers Contest who live in CCCTE region; may also write letter of invitation to English/Language Arts teacher of student winners. Writes letter of invitation to CCCTE's Classroom Excellence Award winner for that calendar year, inviting her/him to this same awards event.
3. Arranges for an article in newsletter/website reporting the event.
4. Arranges for a registrar to take care of meal reservations by attendees.
5. Arranges with hotel for room set-up, microphone, and podium.
6. Arranges for designing and printing of program.
7. Arranges for any flowers and/or table decorations, and photography.
8. Receives from President the completed and signed award certificates for distribution to winners.
9. Works with CATE Essay Contest Chair.

Scholarship/Awards Chair

1. Gathers suggestions for scholarships/awards (i.e. Asilomar, CATE convention, Napa conference).
2. Develops policy, publicity campaign, and screening procedure for scholarships/awards, and presents for Board approval.
3. Develops application forms to select scholarship recipients and presents for Board approval.
4. Chairs a committee that recommends scholarship recipients to the Board.
5. Notifies the winners and purchases gifts to be presented, if desired by the Board.
6. Confirms that the Treasurer has paid for the scholarships.
7. Notifies the media of receipt of awards.

Student Teacher Membership Chair

1. Gathers the names and addresses of institutions with teacher education programs in CCCTE's geographic area.
2. Sends form letter and CATE membership applications to those programs advertising student teacher discount memberships each year.
3. Enlists Board members to follow-up with personal contacts at those programs.

Revised January 2003