

LYNWOOD TEACHERS ASSOCIATION DECLARATION OF CANDIDACY FOR EXECUTIVE BOARD POSTION

I am a member in good standing of the following:

- Lynwood Teachers Association
- California Teachers Association
- National Education Association

I am declaring my candidacy for the following position:

- Elementary Director** (2-year term, Effective July 1, 2018 – June 30, 2020)
- Middle School Director** (2-year term, Effective July 1, 2018 – June 30, 2020)
- High School Director** (2-year term, Effective July 1, 2018 – June 30, 2020)
- At-Large Director** (2-year term, Effective July 1, 2018 – June 30, 2020)
 - o Early Childhood Educators, Speech & Language Pathologists, Adult Educators, Counselors, School Psychologists, Career & Technical Education Teachers, Instructional Leads & Coaches, Vista, Pathway
- Secretary** (2-year term, Effective July 1, 2018 – June 30, 2020)

Name: _____ Sign: _____
(please print)

Address: _____

City: _____ Zip: _____

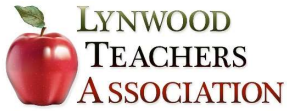
Mobile Phone # (_____) _____

Personal Email address _____

Educational Position: _____

School Site: _____

THIS FORM MUST BE RETURNED TO THE LTA OFFICE, 11501 ATLANTIC AVENUE, LYNWOOD, CA 90262, NO LATER THAN 4:30 PM, THURSDAY, APRIL 19, 2018



COMMITMENT FORM FOR LTA EXECUTIVE BOARD CANDIDATES

As a candidate for the office of _____, I agree to:

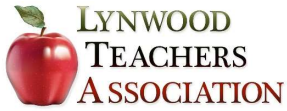
- Carry out all my responsibilities as I serve in this position;
- Promote a professional attitude and follow the code of ethics of the education profession;
- Encourage cooperation and communication when performing my duties;
- Attend all required meetings;
- Follow the LTA Bylaws and Standing Rules;
- Be a steward of LTA funds and exhibit fiduciary responsibility;
- Participate fully in all matters of LTA; and
- Make decisions that are in the best interests of LTA and the members I serve.

I have read and understand the duties and responsibilities required to serve in the position for which I am declaring candidacy.

Date

Signature

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LYNWOOD TEACHERS ASSOCIATION EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES

The Executive Board shall be comprised of the Officers, three Elementary School Directors, one Middle School Director, two High School Directors and one At-Large Director. *The term of office shall commence on July 1, 2018.*

Role and Responsibilities of the Executive Board:

- Coordinate the activities of LTA
- Act for the Representative Council when school is not in session
- Direct the bargaining activities and grievance process of LTA, subject to policies set forth by the Representative Council
- Approve by majority vote the appointment of, and by two-thirds (2/3) vote the removal of Bargaining Team members and members of the Grievance Committee
- Recommend an annual budget to the Representative Council
- Approve by majority vote all appointments and removal of committee members, including chairpersons, except as noted above
- Adopt the Local Standing Rules
- Adopt Grievance Procedures
- Exercise all the business and organizational powers and duties for LTA as prescribed by law, Bylaws and Standing Rules subject to any restrictions that may be imposed by the Representative Council

Duties of the Elementary School Directors, Middle School Director, High School Directors and At-Large Director:

- Maintain Faculty Representative rosters
- Coordinate their respective constituency group concerns
- Meet with constituency group Faculty Representatives
- Communicate constituency group concerns to the Executive Board and Representative Council
- Carry out any other tasks that would be helpful in representing their constituency group
- Other duties as assigned by the President

Role and Responsibilities of the Secretary:

- Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board
- Be responsible for the distribution of minutes, notice of meetings, and agendas, for all meetings to members of the Representative Council, the Executive Board, and to the membership
- Keep an accurate roster of the membership of the Association and of all committees
- Carry out the correspondence pertaining to the affairs of the Association as directed by the President
- Co-sign checks when the Treasurer is unavailable or absent due to vacancy or temporary leave of absence

See Bylaws located on LTA website for Duties of other Board Members (www.lynwoodta.org)

