



## 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:

- President** *(2-year term, Effective July 1, 2021- June 30, 2023)*
- Vice President** *(2-year term, Effective July 1, 2021- June 30, 2023)*
- Treasurer** *(2-year term, Effective July 1, 2021- June 30,2023)*
- Elementary Director** *(2-year term, Effective July 1, 2021- June 30, 2023)*
- High School Director** *(2-year term, Effective July 1, 2021- June 30, 2023)*

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 4:00 PM, WEDNESDAY, MAY 5TH, 2021.**



## 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

### Duties of the Officers

#### **The President shall be the chief executive officer of the Association and its policy leader, and shall:**

- Be the official spokesperson for the Association
- Preside at all meetings of the Association, the Representative Council, and Executive Board
- Co-sign, with the Treasurer, all checks drawn upon the funds of the Association
- Be familiar with the governance documents of LTA, CTA, and NEA
- Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association
- Call meetings of the Association, Representative Council, and the Executive Board
- Prepare the agenda for the meetings of the Association, the Representative Council, and the Executive Board
- Attend meetings of the Service Center Council of which the Association is a part
- Attend other CTA/NEA meetings as directed by the Representative Council
- Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board, by the beginning of each year
- Represent the Association at functions where an official representative is required. If such attendance is inconvenient, the President may appoint the Vice-President to represent the Association. If the Vice-President is unable to attend, the President may, with the consent of the Executive Board, appoint the official representative of the Association
- Be prohibited from serving as a member of the Bargaining Team.

#### **Duties of the Vice President:**

- Serve as assistant to the President in all duties of the President
- Assume the duties of the President in the absence of the President
- Be responsible for the formation and distribution of the Association's calendar of activities
- Serve as coordinator of committee activities at the direction of the President
- Carry out responsibilities delegated to him/her by the President.

#### **Role and Responsibilities of the Treasurer:**

- Receive all funds belonging to the Association and be responsible for their safekeeping and accounting
- Pay out such funds upon orders of the President
- Prepare a written financial report for each regular meeting of the Representative Council and Executive Board
- Be responsible for and sign for on annual audit of the books of the Association and distribute a summary of the audit to the membership
- Submit membership and financial reports to CTA, NEA and other agencies as required by law
- Co-sign with the President all checks drawn upon the funds of the Association
- Act as chairperson for the Association's Budget and Building Oversight Committee.

*See Bylaws located on LTA website for Duties of other Board Members ([www.lynwoodta.org](http://www.lynwoodta.org))*



## LYNWOOD TEACHERS ASSOCIATION CAMPAIGN FLIERS

Submitted campaign fliers should be 8 1/2" x 11" and either single-sided or double-sided.

