

Section 1: President - The President shall:

- a. Preside over all meetings of the Executive Committee, Representative Council and General Meetings.
- b. Appoint the chairperson and members of all standing committees and special committees with the approval of the Executive Committee not otherwise provided for in the Constitution and Bylaws.
- c. Be ex-officio a member of all committees.
- d. With the Treasurer, sign all orders drawn upon the treasury for which a voucher has been submitted.
- e. Represent the Association as the sole spokesperson, either personally or through a designated representative.
- f. Perform all other functions usually attributed to the office.
- g. Set agenda for Representative Council and general meetings.

Section 2: Vice Presidents – one (1) Vice President shall be employed at Kossmann, Flocktown or Old Farmers Schools and one (1) Vice President shall be employed at LV Middle School
The First Vice President shall;

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- a. Assume all duties of the President in his or her absence and work closely with one or more standing committees as the President may designate .
- b. Become President whenever the presidency becomes vacant as provided for in Article V, Section 5, of the Constitution.
- c. Be an ex-officio member of the Negotiations and be co-chairperson of the Grievance Committee.
- d. Be responsible for distributing minutes to all members of the Association within three (3) days following the Representative Council and General Meetings.

The Second Vice President shall:

- a. Be a co-chairperson of the Grievance Committee
- b. Be informed of County and National Association issues and report this information to Representative Council.

Section 3: Corresponding Secretary - The Corresponding Secretary shall:

- a. As directed by the President and Executive Committee, carry on the affairs of the Association.
- b. Notify the appropriate members to the time and place of the Executive Committee, Representative Council, and General Membership meetings at least seven (7) calendar days prior to the meetings.

Section 4: Recording Secretary - The Recording Secretary shall:

- a. Keep accurate minutes of all Executive Committee, Representative Council, and General Membership meetings.
- b. Distribute copies of all proposed amendments to the Constitution as prescribed in Article VIII of the Constitution.

Section 5: Treasurer - The Treasurer shall:

- a. Be responsible for collection of all dues.
- b. Deposit all monies in a bank, in the name of the Association.
- c. Notify NJEA of name of bank in which Association dues are deposited.
- d. Hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the Executive Committee.
- e. Sign all checks along with the President.
- f. Report at each meeting of the Executive Committee, Representative Council, and General Membership.
- g. File or direct the appropriate Federal and State form.
- h. Serve on the Budget Committee.
- i. Be bonded for such amount as may be determined by the Executive Committee from time to time.
- j. Call a meeting to evaluate, discuss, and review salaries of the Executive Committee every three (3) years.
- k. Disperse salaries once a year, in June at the Representative Council Meeting.