

KCCD CCA Officer Job Descriptions

CCA President: The President shall be the chief executive officer of the Association and its policy leader. The President shall: preside at all meetings of the Association and Executive Council; prepare the agenda for the meetings of the Association and the Executive Council; be the official spokesperson for the Association; be familiar with the governance documents of the Association, CTA, CCA, and NEA; appoint all chairpersons and members of committees, and of the Negotiating Team, with the approval of the Executive Council; call meetings of the Association and the Executive Council; suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association; attend meetings of the Service Center Council of which the Association is a part; and attend other CTA/CCA/NEA meetings as directed by the Executive Council.

Vice President: The Vice-President shall: 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; and serve as coordinator of committee activities at the direction of the President.

Secretary: The Secretary shall: keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association and the Executive Council; be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Executive Council; and to the membership when appropriate; carry on the correspondence pertaining to the affairs of the Association as directed by the President.

Treasurer: The Treasurer shall: monitor 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 Executive Council; make the financial records available for examination by Association members; and submit membership and financial reports to CTA, NEA, and other agencies as required by law.

Adjunct Executive Officer: The Adjunct Executive Officer, as a district-wide representative of adjunct faculty members, shall serve as a member of the Executive Council; conduct constant and ongoing liaison between the Executive Council and the adjunct faculty members of the district; serve as the official channel through which written communications and publications can be transmitted in a timely manner between the Association and adjunct faculty members; represent the views and input of the adjunct faculty membership of the district in votes taken in the Executive Council, conduct frequent and regular polls of such membership for this purpose; and perform such additional duties as prescribed by the Executive Council.

BC College Chair: Serve as a resource and support to faculty on union issues. Be a visible representative of the union.

BC College Representative: Conduct the annual college membership meeting; conduct constant and ongoing liaison between the Executive Council and the Active members of the college unit; serve as the official channel through which written communications and publications can be transmitted in a timely manner between the Association and the Active members; represent the views and input of the Active membership of the colleges in votes taken in the Executive Council, conducting frequent and regular polls of such membership for this purpose; and perform such additional duties as prescribed by the Executive Council.

BC Part-Time Representative: Represent the interests of part-time faculty on the Executive Council. Assist and support College Chair as requested on matters related to part-time faculty. Serve as a resource and make referrals for part-time faculty on union-related issues.

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Local Delegate to NEA Representative Assembly: The NEA Representative Assembly is the largest democratic deliberative assembly in the world. California sends more than 1,000 delegates to the NEA Representative Assembly each summer. During this annual meeting, CTA members help set policy and chart the direction of NEA business through participation on various committees, constituencies, caucuses, and leadership groups.