

BIRMINGHAM EDUCATION ASSOCIATION

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BEA Website- <http://birminghamea.org/>



EXECUTIVE COMMITTEES AND RESPONSIBILITIES 2015-16

EXECUTIVE OFFICE	TIME LINE	RESPONSIBILITIES	ELECTED OFFICER
President	2 year term 2014-16	<ul style="list-style-type: none"> • Bargaining • Meet with BPS Administrators • Member Issues • Staffing and Grievances • Contract Disputes • Run Meetings/Agendas • Serve on BEA/BPS Committees • Publish Newsletter/Updates • Chair two BEA Committees • Attend Board Meetings • Attend District PTSA Meetings 	Scott Warrow
Vice President	2 year term 2014-16	<ul style="list-style-type: none"> • Staffing • Advise President • Chair Subcommittee • Attend meetings on behalf of Pres. • Serve on BPS/BEA Committee • Bargaining Team 	Maureen Martin
Secretary	2 year term 2014-16	<ul style="list-style-type: none"> • Take meeting minutes • Distribute to members • Chair Subcommittee • Serve on BPS/BEA Committee 	Roby Tarnow
Treasurer	2 year term 2015-17	<ul style="list-style-type: none"> • Operate BEA Budget • Member Reimbursements • Chair Budget Committee • Annual audit and taxes • Budget Reports • Help Monitor BPS Budget • Serve on BPS/BEA Committee 	Lisa Duggan
Membership Chair MEA Field Assistant	2 year term 2015-17	<ul style="list-style-type: none"> • Monitor MEA member List • Track BEA members changes • Work with MEA Field Assistant • Manage BEA Dues • Serve on BEA/BPS Committee • Work with new teachers-Mentors 	Michelle Snyder

- \$5000 provided annually to pay Exc Brd, Reps, and Officers for BEA Responsibilities
- President's Paid Dues come from Expense Account (end of year)

STANDING COMMITTEES	TIME LINE	RESPONSIBILITIES	EXEC. Board and RA Members
BEA Elections/Voting Vice President's Duty	April-May	<ul style="list-style-type: none"> Nominations and Inform Members Govern Campaigns and Balloting Run BEA Annual Officer Election Run Ratification Ballots/Counting 	Linda Peterson
Bargain Team	Sept-August	<ul style="list-style-type: none"> Bargain Contract Present to Membership 	Steve Amberg/ Scott Warrow Maureen Martin
Budget Treasurer's Duty	April	<ul style="list-style-type: none"> Review BEA Budget Recommend to RA 	Lisa Duggan Bonnie Bartnick Amy BC/Linda Peterson
Crisis Team	September-June	<ul style="list-style-type: none"> Develop/Implem Crisis Action Plan Coordinate with para/secretaries Communicate with members 	Shannon Peters

Legislative and PAC	September-June	<ul style="list-style-type: none"> Keep track of State Legislation Help Write Legislative Updates Organize Rallies/Petitions Screening/Recommendations Help Members Contact Reps Work with BPS/PTSA Teams Run PAC Drive/ Organize Bldings 	Joyce Lasczcak Scott Craig Paul Van Ermen Scott Warrow
Media and News	September-June	<ul style="list-style-type: none"> Write Letters to Editor Collect Articles/Podcast Publish Quarterly Newsletter MEA "Rapid Response" Team Write "Positive Stories" to Media Maintain Facebook page 	Scott Warrow Robyn Tarnow Susan Warrow (Editor)
School Board Elections	May-November	<ul style="list-style-type: none"> Solicit Candidates/Campaign Meet w/ Candidates/Brd Members Form Election Committee 	Scott Warrow Scott Craig
PTSA/Community Relations President's Duty	September-June	<ul style="list-style-type: none"> Work with PTSA Leaders Organize Building PTSA Attend Community Events Member of BEF Board 	Scott Warrow Maureen Martin
"Sunshine" Events Secretary's Duty	September-June	<ul style="list-style-type: none"> Organize "Celebrations" Events Cards (Birthday) t/ members Teacher PR Activities BEA Student Scholarship 	Robyn Tarnow
Banquet/Teacher of Year	Jan-June	<ul style="list-style-type: none"> Teacher of Year Nominations Chair Sub –Committees Run/Organize BEA Banquet Retiree Participants 	Amy Blonde- Cammet//Sara Cibor Lynne Robertson Dawn Murua/Rita Issa
Communications Website and Email President's Duty	September-June	<ul style="list-style-type: none"> Maintain webpage Post documents, info, and links Newsletters/Alerts to Members BEA Update Email 	Scott Warrow Mat Brown
Education/Curriculum Committee	September-June	<ul style="list-style-type: none"> Serve on BPS SALT Help Develop PD Coaching-Mentorship Coordinate with BPS Instru Office 	Peter Shaheen Joanne Rowe Jordy Whitmer Rick Joseph

