



Birmingham Education Association, MEA/NEA

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BEA Committees and Responsibilities 2018-19

EXECUTIVE OFFICE And BOARD DELEGATES	ELECTED OFFICER	RESPONSIBILITIES
President (3 committee responsibilities)	Scott Warrow	<ul style="list-style-type: none"> Bargaining and Contract Meet with BPS Administrators Member Issues and Staffing/Grievances Run BEA Meetings/Agendas Serve on BEA/BPS Committees Publish BEA Newsletter/Updates Attend Board Meetings BEA District PTA/BEF Representative
Vice President (2 committee responsibilities)	Amy Denys	<ul style="list-style-type: none"> Professional Learning/FAC Advise President Chair Subcommittee Attend meetings on behalf of Pres. Serve on BPS/BEA Committees Bargaining Team
Secretary (2 committee responsibilities)	Roby Tarnow	<ul style="list-style-type: none"> Take meeting minutes and distribute Assist with BEA communications Chair BEA Subcommittee Serve on BPS/BEA Committee
Treasurer (2 committee responsibilities)	Dominick Perrone	<ul style="list-style-type: none"> Operate BEA Budget/Budget Reports Member Reimbursements Chair Budget Committee Annual audit and taxes
Membership Chair MEA Field Assistant (2 committee responsibilities)	Michelle Snyder Sandy Riccardi	<ul style="list-style-type: none"> Monitor/Track BEA/MEA member List Work with MEA Field Assistant Send Communication to MNIGS Manage BEA Dues
MEA Delegate	Shelly Potter Michelle Snyder Scott Warrow Scott Craig Alternate OPEN	<ul style="list-style-type: none"> Attend Bi-Annual MEA RA Represent BEA Members Report to Exc. Brd and RA
NEA Delegate	Amy Blonde Cammet Linda Peterson Scott Warrow OPEN Alternate OPEN	<ul style="list-style-type: none"> Attend Annual NEA RA (as needed) Represent BEA Members Report to Exc. Brd and RA
SOMEA Representative	Shannon Peters Scott Warrow	<ul style="list-style-type: none"> Attend 4-5 SOMEA meetings Represent BEA and Report to EB
Region 7 Representative	Linda Peterson Scott Warrow	<ul style="list-style-type: none"> Attend 4-5 SOMEA meetings Represent BEA and Report to EB Attend Month MOAN Meeting (Scott)
At Large Delegates (2 committee responsibilities)	Kate Alexander Amy Burns Joyce Laszczak Shannon Peters Liz Moyer Anne Wind	<ul style="list-style-type: none"> Attend Executive Board Meetings Attend BOE Meetings-twice a year Serve on BEA Committee Serve on BPS Committee Advice and Consent on Contract Issues Advice and Consent on Grievances

Job/Responsibility	EXC. BRD/RA MEMBERS	JOB DESCRIPTION
Labor Management Council Board Dialogue	Scott W/Kate A/Robyn T (Need 1-2 REP)	<ul style="list-style-type: none"> Serve on District Labor Manage Council Attend Board Dialogue Meetings– Attend BPS Board Meetings
BEA Elections	Linda P/Robyn T (Need 1 REP)	<ul style="list-style-type: none"> Coordinate with MEA Bylaws Implement on-line voting Run BEA Elections and Report
PAC Drive	Joyce L/Kate A Each Rep in building	<ul style="list-style-type: none"> Run district PAC drive Give prizes for buildings Coordinate with Reps
Membership Outreach/Events	Robyn T/Michelle/Shelly P Amy V (Need 2-3 Reps)	<ul style="list-style-type: none"> Member Events/Activities New Member Reception
Legislative/Politics/Elections	Scott W/Scott C Paul V, Adrienne G	<ul style="list-style-type: none"> Meet w/ Candidates (State and Board) State/Nat. Legislative Updates MEA Political Action Team
Board Policy Updates	Scott W/Grat	<ul style="list-style-type: none"> Inform members about new Board Policy
Contract FAQ	Amy D/Grat/Shannon	<ul style="list-style-type: none"> Write out Contract FAQ on new agreement
BEALERT/Pres. Updates	Scott W/Susan W Amy V (Need 1-2 Reps)	<ul style="list-style-type: none"> Publish Bi Weekly and Quarterly Newsletter Write Article for Newsletter Proofread
BEA Website	Scott W Rick M	<ul style="list-style-type: none"> Check Links, Update page Changes to KMH Coordinate with District
BEA Facebook	Susan W	<ul style="list-style-type: none"> Maintain Facebook page Political Action Messaging
PTA/Community Relations	Scott W/Amy D (Reps to attend Buildings Meetings)	<ul style="list-style-type: none"> Attend district PTA Meeting Member of BEF Board
Retirement and TOY Banquet	Amy BC	<ul style="list-style-type: none"> Teacher of Year Nomination Process Run/Organize BEA Banquet Retiree List and Contacts
FAC Training and Facilitation	Amy D Jen H, Dan D	<ul style="list-style-type: none"> Facilitate training w/Pres and buildings Ensure FAC elections
Self-Assessment/Member Survey	(Need 1EBM/ 2-3 Reps)	<ul style="list-style-type: none"> Create BEA SA Survey Adm. SA to BEA Reps and Leaders Determine needs BEA members
Representative/Member Training Contract FAQ	Amy D/Grat D/Scott W Ex. Brd	<ul style="list-style-type: none"> Flow chart for what to do List of Rep Responsibilities Training and Mentoring BEA Reps Member Training-Based on Survey
BEA Bylaws	Dominick P (Need 1 Rep)	<ul style="list-style-type: none"> Rewrite Bylaws on Word Doc Send to MEA to Review Make revisions/share with Ex. Brd
BPS Finance Committee	Scott W/Dominic P (Need 1 Rep)	<ul style="list-style-type: none"> Help monitor the BPS budget Meet with Debbie P.
Bargaining		<ul style="list-style-type: none"> On-gong bargaining issues (ie Sched B) Present to Exc Brd and Rep Ass.
Grievance/Arbitration	Grat/Scott W (Need 2-3 Reps)	<ul style="list-style-type: none"> Chair grievance committee File grievances and process arbitrations
Crisis Team		<ul style="list-style-type: none"> Develop/Implem. Crisis Action Plan Coordinate with para/secretaries Communicate with members
Professional Learning Committee	Scott W/Amy B Joanne R, Gina	<ul style="list-style-type: none"> Work with BPS PL Dept. Approve SALT/CAT Members Sit on DLDC
Evaluation Committee	Scott W (Need 3-4 Reps/Exc. Brd)	<ul style="list-style-type: none"> Meet with Evaluation Team Help to develop new System
New Teacher Mentor Committee	Scott W Cyndi S (need 2-3 Reps)	<ul style="list-style-type: none"> Meet with New Teacher Mentor Team Reach out to New BEA Teachers