

## Executive Board Duties as Assigned

### Vice President

1. All duties as assigned by the President, may include but not limited to: fulfill all Presidential duties in the absence of the President, Parliamentarian, Member engagement committee, calendar committee, all other assigned committees, grant applications, plan/attend CUTA events, attend CTA conferences as directed, organize new hire “gifts”, etc)
2. Attend monthly CSAC meeting
3. Attend Executive Board retreat and all planning meetings
4. Attend a minimum of two school board meetings per year
5. Attend 85% of all meetings
6. Report out at Rep Council and Executive Board on issues related to their duties (when applicable)

### Secretary

1. Communications Chair
2. Send meeting reminders to Site Reps and Executive Board (including all regularly scheduled and special meetings)
3. Email all meeting minutes to Website organizer, Office manager, and CUTA President
4. Send meeting agenda's to all appropriate staff and members
5. Keep an updated roster of committees and committee members, coordinate with Office Manager
6. Coordinate the organization and creation of a quarterly newsletter with the Office Manager and President
7. Attend Executive Board retreat and all planning meetings
8. Attend a minimum of two school board meetings per year
9. Attend 85% of all meetings

### Treasurer

1. All duties as described in the bylaws in accordance with CTA, including but not limited to: prepare monthly budget reports, reconcile bank statements, pay all bills, deposit funds, prepare taxes, create preliminary budget, file tax paperwork, communicate with accountant
2. Meet quarterly with the President to review accounts
3. Serve as a liaison to the “Buddy” Program
4. Attend Executive Board retreat and all planning meetings
5. Attend a minimum of two school board meetings per year
6. Attend 85% of all meetings
7. Report out at Rep Council and Executive Board on issues related to their duties (when applicable)

### Members at Large

1. Serve as liaison to the member engagement committee
2. Serve as liaison to assigned committees)
3. Attend Executive Board retreat and all planning meetings
4. Attend a minimum of two school board meetings per year
5. Attend Site visits with President and Executive board
6. Interact with appropriate Site Reps to ensure ten minute meetings are taking place
7. Attend 10 minute meetings when requested
8. Interact with appropriate Site Reps to encourage site attendance at Member engagement activities
9. Attend Member Engagement activities when possible
10. Attend 85% of all meetings
11. Serve as Liaison to assigned sub-committees (elections, community engagement, etc)
12. Report out at Rep Council and Executive Board on issues related to their duties (when applicable)