



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

EXECUTIVE COMMITTEE

Duties and Responsibilities

1. Exercise general managerial responsibilities over the work of the Association.
2. Establish policies of the Association, consistent with the TCCTA Constitution and Bylaws and any actions of the Association in its annual business meeting.
3. Adopt the budget of the Association and approve any amendments thereto which might be proposed.
4. Confirm presidential appointments of committee members.
5. Contract for the professional services of an Executive Director and delegate to the Executive Director such duties, responsibilities, and authority as shall be deemed appropriate.
6. Coordinate the work of the various committees and officers of the Association.
7. Review reports of Association committees and officers, and implement their recommendations when appropriate.
8. Select the dates and sites for the Association's annual conventions, and authorize the Executive Director to enter into contracts with convention hotels and convention centers.
9. Establish the general policies of publications of the Association.
10. Perform all other duties and assume all other responsibilities as may be required by law or directed by the Association.

—ADOPTED by the Executive Committee
January 14, 2000



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

Duties and Responsibilities of President

1. Preside over all meetings of the Association and of the Executive Committee.
2. In consultation with other officers and the State Office staff, set the dates, times, and sites of meetings of the Executive Committee, the annual TCCTA Leadership Retreat, the Workshop for Campus Representatives, the annual TCCTA Conference for Faculty Leaders, and any other meetings planned under the auspices of the Association.
3. Provide executive leadership at all levels of the Association, issuing such instructions and directives to officers, committees, and employees of the Association as may be necessary to assure the efficient functioning of the organization.
4. Appoint members to Association committees and designate committee chairs and vice chairs, subject to confirmation by a majority vote of the Executive Committee.
5. Appoint convention section chairs (whose appointments are not provided for otherwise), subject to confirmation by a majority vote of the Executive Committee.
6. Edit and approve all formal communications and statements of policy issued in the name of the Association.
7. Assure that all members of the Executive Committee and the Executive Director are properly informed concerning activities of the Association.
8. Serve as a member *ex officio* of standing, special, and *ad hoc* committees (except the Nominating Committee), attending all meetings possible.
9. Implement the fiscal policies of the Association, including but not limited to, authorization of the expenditure of funds from any specific budget account once the funds of that account have been exhausted.
10. Following discussions with the Executive Director, recommend, for Executive Committee action, contractual terms and conditions for the Executive Director's employment.
11. In cooperation with the Executive Director, recruit qualified campus representatives on all campuses in accordance with established policies for such recruitment.
12. Exercise such authority as may be vested in the President by law, by the Association constitution and Bylaws, or by delegation of the Association or the Executive Committee.

—ADOPTED by the Executive Committee
January 14, 2000



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

Duties and Responsibilities of President-Elect

1. Preside over meetings of the Association and of the Executive Committee in the absence of the President.
2. Assist the President, as requested, in the development and implementation of plans, programs, and activities of the Association.
3. Develop an adequate understanding of the operations of the Association in preparation for succeeding to the office of President.
4. Keep the President and Executive Director fully informed of all developments concerning the work of the office of President-Elect.
5. Perform other duties and assume other responsibilities as may be delegated by the Association or the Executive Committee.

—ADOPTED by the Executive Committee
January 14, 2000



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

Duties and Responsibilities of Vice President

1. Preside over meetings of the Association and of the Executive Committee in the absence of the President and the President-Elect.
2. Keep the President and Executive Director fully informed of all developments concerning the work of the office of Vice President.
3. Perform other duties and assume other responsibilities as may be delegated by the Association or the Executive Committee.

—ADOPTED by the Executive Committee
January 14, 2000



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

Duties and Responsibilities of Secretary

1. Assume responsibility for maintenance of accurate records of the proceedings of the Association and the Executive Committee. Actual preparation and custodial responsibility for records and proceedings may be delegated to a member of the State Office professional staff, under the direction of the Secretary.
2. Assume responsibility for preparation and distribution of minutes of all meetings of the Executive Committee. Actual preparation and custodial responsibility for minutes of Executive Committee meetings may be delegated to a member of the State Office professional staff, under the direction of the Secretary.
3. Authenticate official records and proceedings of the Association and the Executive Committee as required by law or as directed by the Association or by the Executive Committee.
4. Keep the President and Executive Director fully informed of all developments concerning the work of the office of Secretary.
5. Perform other duties and assume other responsibilities as may be delegated by the Association or the Executive Committee.

—ADOPTED by the Executive Committee
January 14, 2000



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

Duties and Responsibilities of Treasurer

1. Assume responsibility for maintenance of all such financial records as may be required by law or by the Association. Actual preparation and custodial responsibility for financial records may be delegated to a member of the State Office professional staff, under the direction of the Treasurer.
2. Assume responsibility for preparation and distribution of regular financial reports to members of the Executive Committee. Actual preparation and custodial responsibility for financial reports may be delegated to a member of the State Office professional staff, under the direction of the Treasurer.
3. Cosign checks drawn written against Association funds. Upon specific prior authorization by the Executive Committee (which authorization shall be valid for a period not exceeding one year), the Treasurer's signature may be affixed to checks by facsimile device. Copies of all checks shall be provided to the Treasurer.
4. Direct that the financial records of the Association are submitted for independent, outside audit as authorized by the Executive Committee.
5. Keep the President and Executive Director fully informed of all developments concerning the work of the office of Treasurer.
6. Perform other duties and assume other responsibilities as may be delegated by the Association or the Executive Committee.

—ADOPTED by the Executive Committee
January 14, 2000



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

Duties and Responsibilities of Immediate Past President

1. Arrange for obtaining and presenting a plaque for the retiring president.
2. Provide advice and counsel concerning operation of the business of the Association.
3. Keep the President and Executive Director fully informed of all developments concerning the work of the office of Immediate Past President.
4. Perform other duties and assume other responsibilities as may be delegated by the Association or the Executive Committee.

—ADOPTED by the Executive Committee
January 14, 2000



TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

Duties and Responsibilities of Executive Director

1. General Administrative Responsibilities

- a. Maintain the State Office of the Association, conducting its affairs in an efficient, business-like manner.
- b. Provide staff services for officers and committees of the Association to the extent possible, as directed by the Executive Committee.
- c. Supervise and evaluate the work of the State Office staff under policies established by the Executive Committee.
- d. Maintain such records and prepare such reports as may be required by law or by the Association or the Executive Committee.
- e. Maintain full knowledge and understanding of the business of the Association and the work of its officers and committees.
- f. Accept responsibility for the care and custody of all official archives of the Association.
- g. Accept clerical responsibilities for taking minutes of general sessions of the annual convention and meetings of the Executive Committee.

2. Executive Responsibilities

- a. Accept responsibility for implementation of the policies and directives of the Executive Committee.
- b. Submit general and specific recommendations for improvements in the structural and functional aspects of the Association's work.
- c. Attend all meetings of the Executive Committee, unless otherwise excused.
- d. Attend meetings of all other committees of the Association whenever possible.
- e. Under the direction of the President, work to coordinate the activities of the various officers and committees of the Association.
- f. Work with the President in developing the agenda for each meeting of the Executive Committee.
- g. At the request of the President, submit recommendations for persons to be considered for committee appointments.
- h. Conduct official correspondence of the Association, under direction of the President.
- i. Obtain suitable and necessary bond for officers and employees of the Association.
- j. Order official Association stationery and make it available to those authorized to receive it.
- k. Serve as a central contact person for aggrieved teachers, providing them with information about pertinent Association policies and procedures and referring eligible members for legal consultation.
- l. Attend hearings held on behalf of aggrieved teachers, providing staff support to Association leaders at the hearings.

- m. With approval of the President, conduct negotiations and enter into contracts with meeting facilities for meetings of Association committees, the annual TCCTA Leadership Retreat, the Workshop for Campus Representatives, the annual TCCTA Conference for Faculty Leaders, and any other meetings planned under auspices of the Association.

3. **Fiscal Responsibilities**

- a. Maintain financial records of the Association, under the direction of the Treasurer, as directed by the Executive Committee. Maintain custody of records of the Association's bank accounts. Promptly reconcile statements of the Association's checking and savings accounts.
- b. Keep an accurate record of all funds collected and disbursed by the Association.
- c. Issue checks in payment of obligations of the Association, upon presentation of approved vouchers; submit checks to Treasurer for co-signing.
- d. Cosign checks drawn written against Association funds. Upon specific prior authorization by the Executive Committee (which authorization shall be valid for a period not exceeding one year), the Executive Director's signature may be affixed to checks by facsimile device. Copies of all checks shall be provided to the Treasurer.
- e. Prepare, in cooperation with the Treasurer, a correct financial report to be provided on a regular basis to all members of the Executive Committee.
- f. Prepare and file appropriate tax returns, reports, and other documents required by the Texas Workforce Commission, the Internal Revenue Service, the Social Security Administration, and other state and federal governmental agencies.
- g. Present recommendations concerning the budget of the Association for each fiscal year.

4. **Membership Responsibilities**

- a. Develop, under direction of the Executive Committee and in cooperation with the Chair of the Membership Committee, detailed plans for the annual membership drive.
- b. Maintain correct and current records of Association membership.
- c. Issue membership cards as directed by Association policy.
- d. Cooperate with the President in recruiting qualified campus representatives on all campuses; maintain a correct and current list of such representatives and provide one copy to the President and one to the Membership Committee Chair.
- e. Establish and maintain open channels of communication with the TCCTA representative on each campus.

5. **Legislative Responsibilities**

- a. Upon authorization by the President, provide for the presentation of testimony and evidence in support of the official position of the Association before governmental bodies.
- b. Keep the President and the Chair of the Legislative Committee informed of significant developments concerning the status of legislation affecting the Association and its members.

6. **Responsibilities for Publications**

- a. Edit, under policies established by the Executive Committee, the Association's publications.
- b. Solicit worthy contributions to be considered for publication.
- c. Strive to maintain the *Messenger* as a high-quality professional publication.
- d. Negotiate for the printing of the *Messenger*, within limitations established by the Executive Committee.
- e. Actively solicit commercial advertising for the *Messenger*, within policies established by the Executive Committee.
- f. Prepare and file reports and documents required by the United States Postal Service

7. Convention Responsibilities

- a. As authorized by the Executive Committee, conduct negotiations and enter into contracts with convention hotels and convention centers for the Association's annual convention.
- b. Serve as general coordinator in developing, negotiating, and finalizing plans for the annual convention; working closely and cooperatively with members of the Executive Committee and the chairs of other committees.
- c. Assume responsibility for the printing of the convention program.
- d. Contact prospective exhibitors and negotiate contracts for the rental of exhibit space for the annual convention.
- e. Maintain current and correct lists of section chairs; establish open and effective communication with section chairs toward the end of developing superior section meetings.

8. Other Responsibilities

Perform other duties and assume other responsibilities as may be delegated by the Association or the Executive Committee.

—ADOPTED by the Executive Committee
January 14, 2000