

## **East Aurora Council IFT/AFT Local 604 Instructions for “Official Union Nomination Form and Biography”**

### **CANDIDATE SUBMISSION NOMINATION REQUIREMENTS:**

- PLEASE DOWNLOAD OR PRINT THE OFFICIAL UNION NOMINATION FORM AND CANDIDATE BIOGRPAHY FOR YOUR USE IN COMPLETING THE APPLICATION.
- **THE OFFICIAL UNION NOMINATION FORM AND CANDIDATE BIOGRAPHY MUST BE RECEIVED BY APRIL 10, 2020, BY 4:30 PM.** (THERE WILL BE NO EXCEPTIONS MADE TO THE SPECIFIED DEADLINE)
- **SUBMIT THE OFFICIAL UNION NOMINATION FORM AND CANDIDATE BIOGRAPHY TO: JON KUEHL AT COWHERD MIDDLE SCHOOL.**
- THE APPLICATION MAY BE **EMAILED** OR **SENT INTER-OFFICE**
  - E-MAIL: [jkuehl01@D131.ORG](mailto:jkuehl01@D131.ORG)
  - INTER-OFFICE: Cowherd Middle School, CARE OF Jon Kuehl
    - **NOTE: INTER-OFFICE MAIL, TAKES MORE TIME; PLEASE CONSIDER THIS IN ORDER TO MEET THE APPLICATION DEADLINE.**
- ALL INFORMATION REQUESTED ON THE OFFICIAL UNION NOMINATION FORM MUST BE COMPLETED IN ITS ENTIRETY. OMMITTING CANDIDATE INFORMATION WILL RESULT IN A FORFEIT OF THE NOMINATION APPLICATION.

### **DUTIES AND RESPONSIBILITIES OF AN ELECTED COUNCIL MEMBER:**

- I HAVE READ THE PACKET OF “COUNCIL POSITIONS WITH DESCRIPTION AND TERMS OF OFFICE” PROVIDED TO ME AT MY BUILDING.
- I UNDERSTAND THE DUTIES AND RESPONSIBILITIES THAT WILL BE REQUIRED OF ME AND I AM FULLY PREPARED AND ABLE TO COMPLETE ALL DUTIES AS DESCRIBED.

### **CANDIDATE BIOGRAPHY CRITERIA:**

- BIOGRAPHY CAN CONTAIN, BUT IS NOT LIMITED TO THE CANDIDATE’S PROFESSIONAL ATTRIBUTES, LEADERSHIP PARTICPATION, AND THE REASONS FOR PURSUING THE UNION OFFICE. (ANYTHING YOU WOULD LIKE TO SHARE IS WELCOME).
- BIOGRAPHY SHOULD NOT EXCEED 250 WORDS.
- BIOGRPAHY MUST BE TYPED.
- BIOGRAPHY MAY BE DRAFTED AS A PARAGRAPH, BULLETED, OUTLINE, ETC.
- CANDIDATE MAY INCLUDE A PICTURE WITH THEIR BIOGRPAHY, BUT THIS IS NOT A REQUIREMENT.

**East Aurora Council IFT/AFT Local 604  
Official Union Nomination Form and Candidate Biography Form**

**Application deadline:** April 10, 2020 by 3:45 pm.

**Submit to:** Jon Kuehl – Cowherd Middle School

**E-mail:** jkuehl01@d131.org or **Inter-office:** Cowherd Middle School / C.O. Jon Kuehl

**NAME OF Candidate** \_\_\_\_\_  
(Please print name, as it should appear on the ballot)

**SCHOOL:** \_\_\_\_\_

**SCHOOL MAILING ADDRESS** \_\_\_\_\_  
(Street, City, Address)

**Please indicate the union office you are pursuing with an (X) next to the position.**

Union President: \_\_\_\_\_ Union Vice President 1: Licensed Staff: \_\_\_\_\_

Union Vice President 2: Support Staff \_\_\_\_\_ Union Vice President 3: Office Staff \_\_\_\_\_

Union Treasurer: \_\_\_\_\_ Union Secretary: \_\_\_\_\_

**Candidate Biography: 250 words all less (See Candidate Biography Criteria for complete details)**

**East Aurora Council IFT/AFT Local 604**  
**Packet of Council Positions with Description and Terms of Office**

**Union President**  
**2 Year Term**

**All elected and appointed officers shall:**

1. Attend monthly meetings of the EA Council.
2. Write columns for publication in the Contract Bulletin as required.
3. Negotiators shall assist in updating membership on the status of negotiations.
4. Attend Board of Education meetings, ensuring coverage at all BOE meetings and Board sub-meetings. Report on BOE meetings as necessary to the Executive Board or Representatives.

**Duties of the President**

1. Act as chief executive of the EA Council.
2. Establish effective procedures to track grievances and contract timetables.
3. Oversee the treasury and budget.
4. Supervise “Building Representatives”.
5. Act within the confines of the Constitution and the policies established by the membership and the executive committee.
6. Ensure vigorous defense of any member whose civil liberties have been threatened by respective section.
7. Supervise implementation of day-to-day union policy and programs.
8. Supervise implementation of Executive Committee Decisions.
9. Represent the council before bodies of the employer, community organizations, legislative officials and news media.
10. Be, by office, a delegate to the convention of the American Federation of Teachers and to meetings or conventions of its affiliated bodies.
11. Oversee the negotiations and enforcement of the collective bargaining agreement.
12. Oversee the development and the implementation of a program to help all bargaining unit members strengthen their professional knowledge and practices and mentor and support less experienced colleagues.
13. Oversee an effective structure of representatives.
14. Oversee effective communication committee.
15. Oversee a new member enrollment.
16. Serve as senator with the AFT 604 Senate.
17. Appoint with the approval of the Executive Board, union representatives to committees.
18. Be able to delegate the responsibilities of the office where otherwise specified by the constitution.
19. Oversee the work of, and receive and certify the reports of the Election Committee.
20. Serve on District Joint Committees.

**East Aurora Council IFT/AFT Local 604**  
**Packet of Council Positions with Description and Terms of Office**

**Union Vice-President 1-Licensed**  
**2 Year Term**

**All elected and appointed officers shall:**

1. Attend monthly meetings of the EA Council.
2. Write columns for publication in the Contract Bulletin as required.
3. Negotiators shall assist in updating membership on the status of negotiations.
4. Attend Board of Education meetings, ensuring coverage at all BOE meetings and Board sub-meetings. Report on BOE meetings as necessary to the Executive Board or Representatives.

**Duties of Vice-President 1**

1. Temporarily assume duties of the President in the event of absence
2. Temporarily assume duties of the President in the event of resignation, until
  - a. new President is approved by the Executive Committee, or
  - b. for the remainder of the term if regularly scheduled elections will be held by the end of the semester.
3. Carry out responsibilities delegated by the President or assigned by the Executive Committee
4. Advise and support chapter chairs in membership building strategies and the development
5. Represent the Local at the Executive Board Meeting
6. Establish effective procedures to track grievances and contract timetables
7. Supervise and support membership under respective area of representation
8. Ensure vigorous defense of any member whose civil liberties have been threatened by respective section
9. Supervise implementation of day-to-day union policy and programs
10. Assist with new member enrollment
11. Supervise implementation of Executive Committee decisions
12. Represent the Council before bodies of the employer, community organizations, legislative officials, news media as directed by the Union President and or, AFT Local 604.
13. Represent the Local at the Executive board Meeting
14. Establish effective procedures to track grievances and contract timetables
15. Supervise and support membership under respective area of representation
16. Serve on District Joint Committees

**East Aurora Council IFT/AFT Local 604**  
**Packet of Council Positions with Description and Terms of Office**

**Union Vice-President 2-Support Staff**  
**2 Year Term**

**All elected and appointed officers shall:**

1. Attend monthly meetings of the EA Council.
2. Write columns for publication in the Contract Bulletin as required.
3. Negotiators shall assist in updating membership on the status of negotiations.
4. Attend Board of Education meetings, ensuring coverage at all BOE meetings and Board sub-meetings. Report on BOE meetings as necessary to the Executive Board or Representatives.

**Duties of Vice-President 2**

1. Carry out Responsibilities delegated by the Union President or assigned by the Executive Committee.
2. Advise and support chapter chairs in membership building strategies and the development.
3. Represent the local at the Executive Board Meeting.
4. Establish effective procedures to track grievances and contract timetables.
5. Supervise and support membership under respective area of representation.
6. Ensure vigorous defense of any member whose civil liberties have been threatened by respective section.
7. Supervise implementation of day-to-day union policy and programs.
8. Assist with new membership enrollment.
9. Supervise implementation of Executive Committee decisions.
10. Represent the council before bodies of the employer, community organizations, legislative officials, and news media as directed by the Union President and or, AFT Local 604.
11. Represent the local at the Executive Board Meetings.
12. Establish effective procedures to track grievances and contract timetables.
13. Supervise and support membership under respective area of representation.
14. Serve on District Joint Committees.

**East Aurora Council IFT/AFT Local 604**  
**Packet of Council Positions with Description and Terms of Office**

**Union Vice-President 3-Office Staff**  
**2 Year Term**

**All elected and appointed officers shall:**

1. Attend monthly meetings of the EA Council.
2. Write columns for publication in the Contract Bulletin as required.
3. Negotiators shall assist in updating membership on the status of negotiations.
4. Attend Board of Education meetings, ensuring coverage at all BOE meetings and Board sub-meetings. Report on BOE meetings as necessary to the Executive Board or Representatives.

**Duties of Vice-President 3**

1. Carry out Responsibilities delegated by the Union President or assigned by the Executive Committee.
2. Advise and support chapter chairs in membership building strategies and the development.
3. Represent the local at the Executive Board Meeting.
4. Establish effective procedures to track grievances and contract timetables.
5. Supervise and support membership under respective area of representation.
6. Ensure vigorous defense of any member whose civil liberties have been threatened by respective section.
7. Supervise implementation of day-to-day union policy and programs.
8. Assist with new membership enrollment.
9. Supervise implementation of Executive Committee decisions.
10. Represent the council before bodies of the employer, community organizations, legislative officials, and news media as directed by the Union President and or, AFT Local 604.
11. Represent the local at the Executive Board Meetings.
12. Establish effective procedures to track grievances and contract timetables.
13. Supervise and support membership under respective area of representation.
14. Serve on District Joint Committees

**East Aurora Council IFT/AFT Local 604**  
**Packet of Council Positions with Description and Terms of Office**

**Union Secretary**  
**2 Year Term**

**All elected and appointed officers shall:**

1. Attend monthly meetings of the EA Council.
2. Write columns for publication in the Contract Bulletin as required.
3. Negotiators shall assist in updating membership on the status of negotiations.
4. Attend Board of Education meetings, ensuring coverage at all BOE meetings and Board sub-meetings. Report on BOE meetings as necessary to the Executive Board or Representatives.

**Duties of Union Secretary:**

1. Take direction from and assist the President
2. Assist in gathering data for collective bargaining negotiations as requested by the Chief Negotiator
3. Answer questions concerns and complaints from faculty and make referrals as appropriate
4. Assist in the early stages of complaints/grievances. Also help in the later stages only as requested
5. Assist Committee Chairs in the organization and development of each Committee
6. Assist Executive Committee members who conduct orientations for new AFT / Council members
7. Solicit, schedule and direct volunteers for union activities
8. Remain current with all state laws and administrative rules and regulations that impact on Council and Local responsibilities as the collective bargaining unit
9. Maintain current database of Council members
10. Help and maintain positive working relationships with the media as directed by the President or AFT Local 604
11. Attend Board of Education Meetings
12. Handle routine correspondence of the Council include responding, filing and routing to appropriate person
13. Distribute external communications from AFT, IFT AFL-CIO, etc.
14. Provide meeting support, scheduling, room reservations, materials, refreshments
15. Coordinate Council production of publications
16. Advertise conferences and training opportunities for elected and appointed officers of the Council in a timely manner
17. Perform other duties when requested by elected and appointed officers of the Council
18. Record and keep accurate minutes of all membership and Executive Board meetings including date of meeting, date minutes as adopted, members present, decisions and votes taken
19. Keep and post Superintended/Union joint minutes
20. Post all correspondence to general membership.
21. Serve on District Joint Committees.

**East Aurora Council IFT/AFT Local 604**  
**Packet of Council Positions with Description and Terms of Office**

**Union Treasurer**  
**2 Year Term**

**All elected and appointed officers shall:**

1. Attend monthly meetings of the EA Council.
2. Write columns for publication in the Contract Bulletin as required.
3. Negotiators shall assist in updating membership on the status of negotiations.
4. Attend Board of Education meetings, ensuring coverage at all BOE meetings and Board sub-meetings. Report on BOE meetings as necessary to the Executive Board or Representatives.

**Duties of Union Treasurer:**

1. Oversee the financial affairs of the Council
2. Report monthly to the Executive Board on the financial state of the Council
3. Act as a signator, with the President on financial instruments
4. Receive and deposit all dues monies and other income of the Council
5. Disburse funds as required for the payment of per capita, salaries and stipends, expense reimbursements, purchases or other expenses of the Council, according to the Council's budget
6. Maintain all financial records of the Council
7. Assist in the preparation of the budget
8. Prepare financial statements and transmit per capita dues and special assessments to the AFT, and to other bodies with which the Council is affiliated, as required by the Council's Constitution and the procedures of the other bodies
9. Prepare financial and submission of reports for all external needs, including the internal Revenues Service
10. Oversee an annual independent financial audit of the Council's finances, and make audit report available to the Executive Board.
11. Serve on District Joint Committees