

## **Breakdown of Elected Positions with the BTU**

### **1. Duties of the President**

(from 2019 BTU contract)

- a. Shall be the full-time Chief Executive Officer of the Union
- b. Shall be responsible to the Executive Board and the membership
- c. Shall preside at meetings of the Executive Board and the Membership
- d. Shall give written report of his/her activities at all Executive Board and Membership meetings
- e. Shall be in charge of the Union office and all communications to Union members
- f. Shall be responsible for the work of all committees
- g. Shall have his/her salary negotiated by the Executive Board
- h. Shall be interpreter of these By-laws subject to review of the membership.

### **2. Duties of the Vice President**

(from 2019 BTU contract)

- a. Shall be responsible to the President, the Executive Board, and the membership
- b. Shall preside at the Executive Board and the membership meetings in the absence of the President
- c. Shall give written report of his/her activities at all Executive Board and membership meetings
- d. Shall automatically take over the Presidency in case of resignation, impeachment, or other unforeseen events
- e. Shall carry out duties as assigned by the President
- f. Shall act as grievance chairperson and process all grievances above step 1
- g. Shall have his/her salary negotiated by the Executive Board

### **3. Duties of the Secretary-Treasurer**

(from 2019 BTU contract)

- a. Shall keep an accurate record of all Executive Board and Membership meetings
- b. Shall keep the attendance of Executive Board meetings
- c. Shall preside at the Executive Board and membership meetings in case of the absence of the President and Executive Vice President
- d. Shall be responsible to the President, the Executive Board, and the membership
- e. Shall have his/her salary negotiated by the Executive Board
- f. Shall be in charge of all Union monies and financial records
- g. Shall pay all bills approved by the Executive Board
- h. Shall co-sign all checks with the President

- i. Shall be responsible for BTU representation at School Committee meetings
- j. Shall manage the Union office
- k. Shall be responsible for all preparations and distribution of all Executive Board and membership meeting minute
- l. Shall be responsible for all union records being up to date and on file in the BTU office. He /she shall give a copy of the minutes to the President and Executive Vice president
- m. Shall notify all Executive Board members of all meetings. He/she shall be responsible for notification of all general membership meetings.
- n. Shall carry out such field duties as designated by the President
- o. Shall give a written report of the status of the Union Finances to each meeting of the Executive Board and membership

4. Duties of the **Political Director**

(compiled by Johnny McInnis)

- a. Shall support political responsibilities of the Union locally and nationally
- b. Shall vet support for candidates as well as legislation before union takes any position
- c. Shall find out dates candidates for elected offices must submit nomination papers for State or City of Boston then review how many members are in the district
- d. Shall keep track of candidates' voting record on legislative bills and city council votes
- e. Shall represent BTU at events with elected officials such as speaking at hearings or organizing members to speak on an issue
- f. Shall identify candidates already endorsed by BTU by offering questionnaires
- g. Shall recruit members to donate to COPE fund
- h. Shall convene meetings for COPE committee to review questionnaires received by candidates to recommend for endorsement
- i. Shall keep records of meetings and minutes of all meetings held by COPE
- j. Shall send correspondence to membership on candidates endorsed by BTU and relevant information on how and when to vote in special elections, primary elections, and November election
- k. Shall lobby legislators on specific bills that are important to BTU and its members
- l. Shall inform members of legislative and local actions for support from elected officials in their district that the BTU advocates for or against

5. Duties of the **Field Representatives (Elementary, Secondary and Paraprofessional)**

(compiled by Colleen Hart, Michael McLaughlin and Caren Carew)

Field Reps' responsibilities for each division include support and guidance for all teachers, paraprofessionals, substitute teachers and related service providers of the BTU. Duties include:

- a. Responsible to the membership
- b. Consult with and advise members in all matters related to contractual issues
- c. Advocates in regards to contract issues to BPS

- d. Participate when necessary, appropriate and practicable in meetings on various concerns related to contractual issues (i.e. disciplinary hearings, arbitrations, etc.)
- e. Participate in negotiations, impact bargaining, collective bargaining, etc
- f. Liaison to BTU Officers and Executive Board
- g. Attends/participate in monthly BTU meetings
- h. Assist Building Representatives and members at school/sites in interpreting and enforcing the contract
- i. Design, participate and train members/Building Representatives in various contractual issues and union matters, i.e workshops, conferences, etc.
- j. Work with members in writing/ processing Step 1 grievances
- k. Requests mediation after Step 1 grievances are denied
- l. Are a member of the Executive Board, report out with a summary of activity
- m. Serve on union committees at the request of the president
- n. Travel in the field to consult with and meet members, i.e. schools, work sites, central office, etc.

#### 6. Duties of Executive Board

(from 2019 BTU contract)

- a. The Executive Board (EB) of the BTU will consist of 12 elected at large members: the Officers, The Elementary Field Representative, the Secondary Field Representative, the Paraprofessional/Substitute Teacher Field Representative and the Political Director.
- b. The Executive Board shall meet at least once a month during the year (September through August) at a time and place to be determined by the EB.
- c. Special meetings of the Board may be called by the President or two-thirds (2/3) vote of the EB, or by petition of 10% of the membership.
- d. The EB shall have emergency powers for Union affairs between meetings of the membership. Their actions are subject to the review of the membership.
- e. The Board shall set up and be responsible for the operation of all necessary committees.
- f. The Board shall formulate and enforce an annual budget. Monies not in the budget shall not be expended unless approved by the EB and the membership.
- g. The EB shall conduct business of the Union between meetings of the membership and shall negotiate the salaries of the paid officers and employees.
- h. The EB may call before it any officer or member to explain any action.

#### 7. Duties of the Delegates

(compiled by Marjie Crosbie)

- a. Delegates are elected and act as representatives of the BTU to the following community labor organizations:
  - i. Greater Boston Labor Council meets monthly in Dorchester
  - ii. Massachusetts Federation of Teachers (AFT MA) meets annually for its 2 day convention

- iii. American Federation of Teachers/ National meets for a 4 day convention every other year.
- b. The **top 7 elected BTU Delegates** only may / can / must attend the 2 day convention of the state-wide AFL-CIO of MA which meets every 2 years with periodic meetings between conventions.
- c. Delegate positions by ranked order:
  - i. Greater Boston Labor Council - 52
  - ii. AFT Ma - All candidates
  - iii. AFL-CIO - 35
  - iv. AFT - 70

8. Duties of the **Paraprofessional Council**

(compiled by Christine Buttiglieri)

- a. Para Council members are elected and the Council consists of 15 active BTU members.
- b. The Council meets once a month and participates in the Annual Paraprofessional Conference.
- c. The Council members support the Paraprofessional Field Rep in gathering resources for Paraprofessionals who are on staff.
- d. The Council develops and presents workshops and training sessions for all Paraprofessionals and Substitutes Teachers.
- e. Council members attend the American Federation of Teachers conference. This conference helps us keep updated with new information to support Paraprofessionals in their daily duties.
- f. Council members are available to answer questions, whether it's personal or school-related, to support Paraprofessionals and Substitutes.