
Duties of Appointed Positions

The Council establishes each of these appointed positions and its duties. Nominations and elections for these positions coincide with the Officer and Negotiation Team nominations and elections. Elections for these positions shall be conducted directly after the elections for the Officers and Negotiation Team. (See *AFA Policy: Elections of Councilors, Officers, Negotiators, and Appointed Positions.*)

The Council shall determine reassigned time for each of these positions. (See *AFA Policy: Reassigned Time.*)

AFA Designated Representative to the FACCC Board of Governors

The AFA Designated Representative to the FACCC Board of Governors shall be an AFA Member with continuous membership for the past five months and have either offer rights (as defined in Article 16 of the AFA/District Contract) or an instructional/allied assignment (AFA Bylaws, Article II, Section 2.C.).

The duties of the AFA Designated Representative to the FACCC Board of Governors are the following:

1. Attend all Regular and Special FACCC Board of Governors meetings.
2. Adhere to all responsibilities of Governors on as provided in the FACCC Bylaws.
3. Act as a liaison between the FACCC Board of Governors and the AFA Executive Council and the AFA Cabinet.
4. Provide a report to Executive Council following each FACCC Board Meeting.
5. Attend Executive Council meeting upon request of the Executive Council or the Cabinet.
6. Collaborate with the Cabinet to communicate faculty matters that arise during FACCC operations.
7. Participate in and help organize PDA and other presentations and workshops for members.
8. Perform other particular one-time duties, as agreed upon by the Cabinet or the Council and the AFA Designated Representative to the FACCC Board of Governors.
9. Maintain strict confidentiality.

The preferred Knowledge, Skills, and Abilities (KSAs) of the AFA Designated Representative to the FACCC Board of Governors are the following:

- Interest in statewide issues pertaining to faculty
- Interest in working on a board (parliamentary procedures)
- Interest in promoting union issues
- Interest in budget advocacy
- Interest in/knowledge of equitable shared governance
- Interest in/knowledge of state and local legislation
- Previous experience serving as an AFA Councilor or Negotiator, or Senator on Academic Senate a plus

This election for appointed positions shall be conducted in the same manner as the Officer elections (see *AFA Policy: Election of Councilors, Officers, Negotiators, and Appointed Positions*). Interested faculty will be encouraged to submit a written statement of no more than 250 words describing their interest in the position. The term of the AFA Designated Representative to the FACCC Board of Governors is two years beginning in June.

Communications Director

The AFA Communications shall be an AFA Member with continuous membership for the past five months and have either offer rights (as defined in Article 16 of the AFA/District Contract) or an instructional/allied assignment (AFA Bylaws, Article II, Section 2.C.).

The duties of the AFA Communications Director are the following:

1. Produce a minimum of 5 publications a year
2. Produce and update Social Media content
3. Meets with Associates' Interest Chair two times a semester
4. Meets with Vice President of Outreach two times a semester
5. Works with Staff Member as needed
6. Confers with Cabinet 2-3 times a semester to discuss upcoming publications
7. Attends Executive Council meetings as convenient.
8. Reports to the Executive Council at least once per semester.
9. Obtain publication approval from the AFA President for all works prior to distribution.

The preferred Knowledge, Skills, and Abilities (KSAs) of the AFA Communications Director are the following:

- Interest in promoting union issues
- Strong communication skills
- Strong time management skills
- Willingness to collaborate
- Previous experience serving as an AFA Councilor, Officer or Negotiator.

In the spirit of promoting union participation from associate faculty, the Executive Council recommends that associate faculty put their name forward for this position. This election for appointed positions shall be conducted in the same manner as the Officer elections (see AFA Policy: Election of Councilors, Officers, Negotiators, and Appointed Positions). Interested faculty will be encouraged to submit a written statement of no more than 250 words describing their interest in the position. The term of the AFA Communications Director will be one year.

Financial Analyst

1. Use Escape to prepare a detailed breakout by category of the College's annual budget in early September, corresponding to the September board approval of the College's annual budget.
2. Use Escape to prepare a detailed quarterly breakout of the College's budget and spending to date in October, January, April, and July (if AFA officers are meeting in the summer).
3. Track faculty FTE and FTES statistics using the Enrollment Management System (EMS) and the Student Information System (SIS).
4. Provide key details of the community college portion of the Governor's January budget that are of interest to faculty. Do the same with the Governor's budget revise in May and, if there are any important changes, the approved budget in late June.
5. Track key comparative financial and personnel statistics of interest to faculty for SRJC vs the other 71 California community college districts, such as percent of revenue going to instructional salaries and benefits; FTES vs FTE for faculty, classified, and administrators; and 50% law compliance. Data from all districts needed to perform comparative financial analyses become available in late December. Data necessary to perform personnel analyses become available in May.
6. Perform various financial and personnel related analyses as needed by AFA.