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## Cabinet

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The Cabinet has the responsibility to oversee much of the routine work of AFA. The Cabinet meets and communicates on a more frequent and detailed manner than the Council.

The Cabinet shall act by consensus. All actions by the Cabinet in the execution of their duties are subject to the review or subsequent approval of the Council.

The Cabinet is composed of the following positions:

- President
- Executive Vice President
- Vice President of Membership and Outreach
- Secretary-Treasurer
- Chief Negotiator
- Conciliation/Grievance Officer
- Adjunct Cabinet Representative

Furthermore, Members holding these positions are invited to attend Cabinet meetings:

- TREG Negotiator (Evaluations Officer)
- Financial Analyst

### **Cabinet Meetings**

1. The Cabinet shall maintain standing weekly meetings.
2. Staff shall attend and participate in meetings.
3. The President shall coordinate with Staff to develop discussion topics for each meeting.
4. A quorum shall be four Officers.
5. The President shall preside at the meeting. In the event of the President's absence, the Executive Vice President shall preside.
6. No minutes of these meetings will be published.

### **Duties of the Cabinet**

1. Set the agenda for each Council meeting and retreat.
2. Plan activities (e.g. special meetings, retreats, PAC actions) for the Council and Association for recommendation to the Council.
3. Develop by consensus new policies, positions and direction of the Association for recommendation to the Council.
4. Review existing policies, positions, and direction on a periodic basis, and make necessary recommendations to the Council.
5. Review and advise on current negotiation issues as presented by the Chief Negotiator.
6. Review and advise on current conciliation and grievance issues as presented by the Conciliation/Grievance Officer.
7. Review and advise on matters of confidentiality. (See *AFA Policy: Confidentiality*.)
8. Advise the President on AFA Staff annual evaluations, review these evaluations, and determine AFA Staff salary adjustments. (See *AFA Policy: Staff Direction and Supervision*.)

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9. Determine the reassigned time schedule for each semester, for recommendation to the Council.
  10. Determine the timeline and details for Councilor elections.
  11. Recommend appointments of Members to District-wide Committees and Association Standing Committees
  12. Review and coordinate current Association publications.
  13. Confer on current issues and developments as determined necessary.
  14. Perform other specific, one-time duties as directed by the Council.