

Duties of AFA Negotiators

The Council establishes the duties for each of the Negotiators, as determined by the Negotiation Team.

Duties of the Chief Negotiating Officer (as determined by the Council and as cross-referenced in *AFA Policy– Duties of AFA Officers.*)

1. Takes direction from the Council on items related to negotiations.
2. Provides the primary representation, coordination, and direction for the Association during negotiations with the District.
3. Attends Council meetings and reports to the Council on a regular basis on the significant developments and issues of negotiations.
4. Reviews Council minutes prior to distribution.
5. Prepares the annual Sunshine List for timely submission to the Board of Trustees.
6. Serves as co-chair (with a member of the District team) for Negotiation meetings, and determines, with the District, their dates, times, and agenda.
7. Serves as chair for Negotiation Team meetings, and determines their dates, times, and agenda.
8. Oversees additions, deletions and modifications to the Contract.
9. Prepares memoranda of understanding in conjunction with the District as required to implement negotiated agreements.
10. Prepares tentative agreements as required, and informs the membership of the issues addressed.
11. Corresponds with faculty associations in other districts regarding negotiation items as needed or requested.
12. Assigns specific, one-time duties to other Negotiators.
13. Consults with legal counsel on matters regarding negotiation items, Ed Code interpretations, and Public Employee Relations Board rulings.
14. Attends the monthly meeting of Bay Faculty Association during the academic year and reports items of interest to the Council.
15. Produces, revises, and distributes notes of the discussion and transactions of each negotiation meeting to the Negotiations Team and AFA Staff.
16. Incorporates appropriate corrections to notes as directed by the AFA and District teams.
17. Maintains an archive of notes of the discussion and transactions, and other documents as necessary.
18. Attends Budget Advisory Committee Meetings
19. Performs other specific, one-time duties as directed by the Council.

Duties of all Negotiators

1. Participate as a representative of the Association in negotiations with the District.
2. Attend Negotiation Team meetings.
3. Attend Council meetings and report on negotiations at these meetings as directed by the Chief Negotiator.
4. Complete assignments and research as directed by AFA and District teams.
5. Perform other specific, one-time duties as directed by the Chief Negotiator.

Duties of the Association President as a member of the Negotiation Team

1. Acts as a liaison for the Negotiation Team in meetings with the District President and Vice-Presidents.
2. On an interim basis, assumes the duties of the Chief Negotiator during any temporary absence of the Chief Negotiator.

Duties of the Data Analyst

1. Compiles and produces the annual *AFA Salary Study* as a courtesy to the California community college community.
2. Provides analysis of quantitative data as directed by the Chief Negotiator and required by the negotiation process.

Duties of the TREG Negotiator (Evaluations Officer)

1. Attend TREG meetings and perform the duties as its Co-Chair.
2. Bring contract issues that arise at TREG to the attention of the negotiations team.
3. Answer questions from members about evaluations and refer them to the CGO as necessary.
4. Maintain confidentiality.
5. Perform other particular one-time duties as directed by the Chief Negotiator.