

## Duties of AFA Officers

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### **Duties of the President**

1. Coordinates and presides at Council meetings and retreats.
2. Coordinates and presides at Cabinet Meetings.
3. Confers with Officers, Councilors and Staff as necessary.
4. Prepares Council agendas and reviews minutes prior to distribution.
5. Serves as a member of the Negotiation Team, by position.
6. Reviews Association publications prior to distribution.
7. Attends Board of Trustees meetings.
8. Meets monthly with the Superintendent/President of the College.
9. Meets regularly with the President/Officers of the Academic Senate and attends Academic Senate meetings as required.
10. Represents the Association as a member of District-wide committees related to shared governance to include at least College Council and Planning and Budget Council.
11. Serves as the chief spokesperson for the Association.
12. Participates in professional association meetings as a representative of the Association.
13. Performs other specific, one-time duties as directed by the Council or Cabinet.
14. Directs, supervises and evaluates Staff. (See *AFA Policy—Staff Direction and Supervision*.)
15. Adheres to AFA's Confidentiality Policy.
16. Serves as signatory on bank accounts.

### **Duties of the Executive Vice-President**

1. Participates in Council meetings and retreats, and makes appropriate reports as required.
2. Participates at Cabinet meetings.
3. Presides in turn at Council meetings, cabinet meetings, and retreats in the absence of the President.
4. Serves on Association committees as directed by AFA policy or by the Council.
5. With the President, meets with District administrators.
6. Serve as a Liaison to the Academic Senate
7. Adheres to AFA's confidentiality policy.
8. Performs other specific duties as directed by the Council or Cabinet.

### **Duties of the Vice President of Membership and Outreach**

1. Participates in Council meetings and retreats, and makes appropriate reports as required.
  2. Participates at Cabinet meetings.
  3. Serves on Association committees as directed by AFA policy or by the Council.
  4. Serves as a liaison to the Petaluma Faculty Forum.
  5. Coordinates membership and outreach efforts at all District sites.
  6. Serves as liaison to the North Bay Jobs with Justice Steering Committee.
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7. Adheres to AFA's confidentiality policy.
  8. Performs other specific duties as directed by the Council or Cabinet.

#### **Duties of the Secretary/Treasurer**

1. Participates in Council meetings and retreats.
2. Participates at Cabinet meetings.
3. Makes reports on finances of the Association, and faculty load as required.
4. Approves revenue and expenditure reports, and signs checks, as necessary.
5. Approves Staff payroll.
6. Provides oversight on maintenance of records relating to Staff employment. (See *AFA Policy—Staff Direction and Supervision*.)
7. Coordinates with Staff to assure that the following occurs:
  - a. Minutes at all Council meetings are taken.
  - b. Members attending Council meetings via video conferencing are admitted and included in discussions.
  - c. Reviews Council minutes prior to distribution in coordination with the President.
  - d. Updates and Newsletters are produced and distributed in coordination with the Association Publications Committee.
  - e. Annual Association budgets, federal and state income tax returns, and annual audit are prepared in coordination with the President.
  - f. Prepares quarterly Treasurer's reports.
  - g. Ensures bank account balances are fully insured by the FDIC.
  - h. Annually reviews AFA reassigned time and corresponding timesheets, and presents findings to the Cabinet to determine if adjustments need to be made to reassigned time based on workload.
5. Periodically conducts research to assess budget and financial alignment with other California community college independent faculty associations.
6. Adheres to AFA's confidentiality policy.
7. Performs other specific, one-time duties as directed by the Cabinet and Council.

#### **Duties of the Conciliation/Grievance Officer**

1. Represents the Association in cases of dispute between faculty and the District regarding matters related to the Contract and related policies, according to the procedures outlined in the Contract.
2. Advises and represents Members in cases of dispute between faculty and the District regarding matters related to the Contract and related policies, according to the procedures outlined in the Contract.
3. Communicates and meets with Members and with representatives of the District as necessary for purposes of researching potential conciliation/grievance matters.
4. Confers as necessary with the President or Chief Negotiator on conciliation/grievance matters.
5. Participates at Cabinet and Council meetings and retreats, and reports and confers on current conciliation/grievance issues.
6. Maintains records and final decisions made during the conciliation/grievance process.
7. Adheres to AFA's confidentiality policy.
8. Performs other specific, one-time duties as directed by the Council or Cabinet.

#### **Duties of the Chief Negotiating Officer** (cross-referenced in *AFA Policy— Duties of AFA Negotiators*)

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.

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3. Attends Cabinet and 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 BFA 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.
  20. Adheres to AFA's confidentiality policy.

#### **Duties of the Associate Cabinet Representative**

The Associate Cabinet Representative shall be an associate Member and, preferably, a Councilor or Negotiator.

The duties of the Associate Cabinet Representative are the following:

1. Attend AFA Cabinet meetings and Executive Council meetings.
2. Act as a liaison between the associate faculty, the Executive Council, the Associate Interests Committee (AIC) and the Cabinet.
3. Work with the Cabinet to communicate associate faculty issues and updates to the membership, as brought forward by the AIC.
4. Participate in and help organize PDA and other presentations and workshops for associate faculty.
5. Assist with grievances as requested by the President and/or Conciliation Grievance Officer, and reports out to the Cabinet during the grievance process.
6. Perform other particular one-time duties, as agreed upon by the Cabinet or the Council and the Associate Cabinet Representative.
7. Adheres to AFA's confidentiality policy.
8. Act as chair of the Associate Interests Committee, or delegate the chair duties and commensurate reassigned time to another member of the AIC.