SFA Leadership Roles

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|  | **Meetings** | **Roles and Responsibilities** |
| **President/ NYSUT Delegate**  **(An elected, 12-month position)**  **Stipend: $13,309** | * Monthly SFA Executive Board meeting (starts @3:45pm) * Monthly Superintendent meeting (starts @ 3:45pm) * August Reorganizational Meeting * Annual NYSUT Representative Assembly * Bi-Monthly Westchester Regional President’s Council Meetings * Monthly NYSUT Tarrytown Regional Office Delegate Meetings * Somers Board of Education Meetings * Other district and building level meetings with school administration, union leadership, and membership | * Plan and facilitate monthly SFA executive board meetings, annual SFA membership meetings, and special association or committee meetings when necessary. * Hold meetings with district and building administration to resolve immediate and ongoing issues personnel and contractual issues. * Provide and/or delegate union representation at discipline and other high-stakes conversations. * Appoint all committee members with the approval of the Executive Committee. * Serve as an ex officio member of all committees. * Be one of the NYSUT delegates and one of the AFT delegates. * Represent the Association at all functions requiring his/her presence, or appoint a designee. * Coordinate with our state and local affiliates (NYSUT & AFT), maintaining relationships with NYSUT legal and labor supports. * Master the contract, past practices, labor laws, and best union strategies. * Be available to members to address member needs and to keep lines of communication open between the building administration and SFA leadership. * Join committees and ensure that the SFA has a voice in as many district-level conversations as possible. * Greet new members, help them get oriented, and convince them to join and participate in the union. |
| **Vice President**  **(An elected, 12-month position)**  **Stipend: $5,898** | * Monthly SFA Executive Board meeting (starts @3:45pm) * Monthly Superintendent meeting (starts @ 3:45pm) * August Reorganizational Meeting * Other district and building level meetings with school administration, union leadership, and membership | * Take over for the President in his/her absence or incapacity. * Act as liaison between Executive Board and all standing committees * Master the contract, past practices, labor laws, and best union strategies. * Be available to members to address member needs and to keep lines of communication open between the administration and SFA leadership. * Join committees and ensure that the SFA has a voice in as many district-level conversations as possible. * Greet new members, help them get oriented, and convince them to join and participate in the union. |
|  | **Meetings** | **Roles and Responsibilities** |
| **Treasurer**  **(An elected, 12-month position)**  **Stipend: $4,936** | * Monthly SFA Executive Board meeting (starts @3:45pm) * August Reorganizational Meeting * Other district and building level meetings with school administration, union leadership, and membership | * Be custodian of all Association funds and financial records and maintain internal and external membership records. * Prepare and submit all required State and Federal financial reports. * Prepare a budget and submit it to the Executive Committee for approval at the meeting preceding the Annual Meeting. * Present a budget update at each Executive Board meeting, if needed. * Be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds. * Arrange for an independent audit/internal financial review of the finances of the organization annually and make same available to the Executive Board and membership. * Be available to members to address member needs and to keep lines of communication open between the administration and SFA leadership. |
| **Recording Secretary**  **(An elected, 12-month position)**  **Stipend:**  **$2,844** | * Monthly SFA Executive Board meeting (starts @3:45pm) * Monthly Superintendent meeting (starts @ 3:45pm) * August Reorganizational Meeting * Other district and building level meetings with school administration, union leadership, and membership | * Take minutes at all general and special meetings of the Association and all of the meetings of the Executive Committee. * Present to the membership copies of the minutes of the previous meeting at least one week prior to the next general meeting. * Be available to members to address member needs and to keep lines of communication open between the administration and SFA leadership. |
| **Grievance Chair**  **(An appointed, 12-month position)**  **Stipend: $3,881** | * Monthly SFA Executive Board meeting (starts @3:45pm) * August Reorganizational Meeting * Grievance Committee Meetings as scheduled * Other district and building level meetings with school administration, union leadership, and membership | * To protect the good name of the Association and its members; to conduct grievance procedures according to methods devised by the Negotiations and Grievance Committees. * Master the contract, past practices, labor laws, and best union strategies. * Be available to members to address member needs and to keep lines of communication open between the administration and SFA leadership. |
|  | **Meetings** | **Roles and Responsibilities** |
| **Chief Negotiator**  **(An appointed, 12-month position)**  **Stipend:**  **$6,768** | * Monthly SFA Executive Board meeting (starts @3:45pm) * Monthly Superintendent meeting (starts @ 3:45pm) * August Reorganizational Meeting * Negotiations Committee Meetings as scheduled * Other district and building level meetings with school administration, union leadership, and membership | * Lead the Negotiations Committee to bargain collectively both long-term contracts and individual MOAs. * Manage contractual issues and questions, liaising with NYSUT Labor Relations Specialists, district administration, union leadership, and the general membership. * Keep records of implemented past practice and maintain a list of future negotiation priorities. * Plan and pursue an advantageous position for negotiations. * Master the contract, past practices, labor laws, and best union strategies. * Be available to members to address member needs and to keep lines of communication open between the administration and SFA leadership. |
| **Lead Building Representative**  **(An elected building rep, appointed to a 12-month position)**  **Stipend:**  **$2,000** | * Monthly SFA building meetings * Monthly SFA meeting w/ building admins * Monthly SFA Executive Board meeting (starts @3:45pm) * Monthly Superintendent meeting (starts @ 3:45pm) * August Reorganizational Meeting * Often, other district and building level meetings | * Plan and facilitate monthly SFA building meetings that report the results of union/administration meetings, explain union-wide issues and policies to the membership, and identify areas of concern. * Prioritize building-level issues and present these concerns at the monthly meeting with building administration. * Present building level concerns to the SFA Executive Board. * Hold additional meetings with building administration to resolve immediate and ongoing issues. These range from informal talks with supervisors to formal discussions and meetings with admins. * Provide (or delegate) union representation at discipline and other high-stakes conversations. * Facilitate new employee union mentor program (quarterly check-ins). * In addition to the aforementioned leadership roles, serve as a building representative in your building. |
| **Building Representative**  **(An elected, 10-month position)**  **Stipend $591:** | * Monthly SFA Building meetings * Monthly SFA meeting w/ building admins * Monthly SFA Executive Board meetings (starts @3:45pm) | * Support and assist the lead building representative in any way possible. * Learn the contract, past practices, labor laws, and best union strategies – nobody starts knowing it all, but be prepared to research, learn, and ask questions of those who know. * Be available to members to address member needs and to keep lines of communication open between the building administration and SFA leadership. * Join committees and ensure that the SFA has a voice in as many building-level conversations as possible. * Greet new members, help them get oriented, and convince them to join and participate in the union. (Do the same with current members as well!) |

QUALITIES OF AN EFFECTIVE UNION REPRESENTATIVE

An effective union representative is someone who:

* Is able to resolve conflict and be recognized as a good problem solver.
* Is seen as an honest and credible person with high integrity.
* Is assertive (not aggressive) and decisive and has the ability to deliver difficult (even if unpopular) news.
* Is recognized and respected for possessing a strong work ethic.
* Is committed to the principles of justice, equality, security, fairness and democracy.
* Is compassionate and is able to develop a rapport with the members.
* Will make members feel comfortable and provide them with supportive encouragement.
* Has well-developed communication skills including the ability and willingness to give your undivided attention.
* Is thorough and well organized.
* Is positive, motivated, enthusiastic and an energized supporter (and promoter) of the Union.