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.
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| **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.
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|  | **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.
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| **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.
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| **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.
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|  | **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.
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| **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.
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| **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!)
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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.