

Job Descriptions
EXECUTIVE BOARD

(Also see individual Executive Board Member Job Description)

The Executive Board shall (1) conduct the business of the association; (2) shall be the interim policy-making body; and (3) shall interpret the policy of the DSEA Representative Assembly.

In addition to responsibilities outlined in the DSEA Bylaws the Board shall:

1. serve as the Executive Board of the Advocacy Fund
 - a. approve state Legislative Committee budget;
 - b. approve recommendations of state-wide candidates;
 - c. participate in Advocacy Fundraising activity;
2. participate in the development and adoption of the DSEA Legislative Program;
3. monitor and make appropriate adjustments to the DSEA Legislative Program;
4. review the DSEA positions on legislation which is introduced into the General Assembly;
5. review any budget line, allocation, or disbursement which may potentially exceed or has exceeded the budgeted amount by more than 10 percent. The Board shall take appropriate action which may include budget adjustment, overage approval or it may prohibit future expenditures, as necessary;
6. approve Special Services endorsements and contracts related to those endorsements;
7. approve Executive Director/Professional Staff contracts.

Revised 5/99, 8/01

Job Descriptions
INDIVIDUAL EXECUTIVE BOARD MEMBER

- I. Serve as liaison between the DSEA and local associations to:
 - a. foster the implementation of key DSEA Association programs, including membership and Legislative/Political Action
 - b. present and represent Executive Board actions
 - c. convey concerns from locals to the Executive Board

- II. Attend all meetings
 - a. regular and special Executive Board meetings
 - b. all RA's as a Board delegate
 - c. Board training sessions
 - d. Legislative Program Adoption
 - e. other Association functions as assigned by the President

- III. Serve as the DSEA Representative in legislative and/or political activities, such as:
 - a. lobbying for the DSEA legislative priorities
 - b. participating in the DSEA endorsed campaigns
 - c. participating in and encouraging others to contribute to the NEA/DSEA Fund for Children and Public Education

- IV. Serve in other official capacities as appointed by the President, such as:
 - a. DSEA operational and programmatic work groups
 - b. Department of Education (and other outside organizations)
 - c. NEA assignments
 - d. others as need arises

Revised 10/95, 5/99, 8/01

Job Descriptions
NEA RA DELEGATE

A DSEA NEA RA delegate is expected to do the following:

1. attend all state caucus meetings (promptly);
2. attend at least one hearing;
3. attend all sessions of the Representative Assembly;
4. vote in all elections at the RA;
5. serve as a contact person for at least one state;
6. submit voucher and receipts to account for all expenses covered by the stipend from state funds within thirty (30) days after the RA as specified in RA funding policy;
7. participate in the setting of the individual contribution goal for the NEA Fund for Children and Public Education at the Pre-RA Delegate meeting;
8. meet the individual goal set by the delegation for contribution to the NEA Fund for Children and Public Education. (Revised 12/04)

Note: Reimbursement for NEA RA delegates is described in the “Reimbursement” section of this Policy Manual.