

**Job Descriptions**  
**DSEA TREASURER**

In addition to responsibilities outlined in the DSEA Bylaws, the DSEA Treasurer shall:

1. Meet regularly with the DSEA Leadership Team and with local association Presidents/Leadership Teams;
2. Share duties with other members of the Leadership Team, as necessary;
3. Visit local leaders, governing bodies and members;
4. Serve as a member of the Negotiations Committee for staff contract;
5. Work with the Business Manager to develop and deliver local treasurers' training;
6. Serve in a leadership capacity at the NEA RA.

**Job Descriptions**  
**DSEA LEADERSHIP TEAM**

The Leadership Team shall consist of the DSEA President, Vice President, Treasurer, and NEA Director. The Executive Director shall meet regularly with and serve as an advisor to the DSEA Leadership Team. The Leadership Team shall hold regular meetings and in addition to responsibilities outlined in the DSEA Bylaws, shall:

1. provide information and knowledge to allow the Executive Board to make effective decisions;
2. maintain contact with local presidents and leadership teams with the intent of supporting local association leaders;
3. assist in planning and implementing organizational programs.

**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.

**NEA Resolutions Chair and Alternate**

The DSEA/NEA RA delegates will elect an NEA/DSEA Resolutions Chairperson and Alternate who will each serve in that capacity for a two-year term. The Alternate is certified to fill a vacancy on the Resolutions Committee for which he/she is eligible for the remainder of the term. As with NEA, those elected can serve a total of six years or three two-year terms. (Revised 2/2015)

The Chairperson will fulfill the duties and responsibilities as outlined by NEA at the national level, as well as the responsibilities outlined by the DSEA President at the state level. The state level job description shall include chairing the state Resolutions Committee which will meet on an annual basis. The Committee will review the changes made to the NEA Resolutions and consider aligning them to the DSEA Resolutions. Specific needs for Delaware will be taken into account at that time. The Alternate shall serve on this Task Force.

A Resolutions Report will be presented to the DSEA Executive Board for approval before moving the report to the DSEA Representative Assembly for consideration.

**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.

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**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

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