**Duties of Officers and Executive Board Members**

**Brownsville Educators Stand Together (BEST AFT)**

The President shall and be able to delegate:

* be the presiding officer at all meetings of the membership and the Executive Board;
* be an ex-officio member of all standing committees except the Elections Committee;
* delegate and appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
* be the principal executive officer of the organization;
* delegate and receive, report and respond to correspondence of the organization;
* delegate and supervise all employees of the organization;
* 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;
* represent the organization before bodies of the employer, executive and legislative officials;
* represent the organization before the public, community organizations, and the news media;
* be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
* be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
* make an annual report to the organization's membership; and be able to delegate the responsibilities of the office except where otherwise specified by the Constitution;
* shall not support/endorse any political candidate without approval by the Executive Board.

The Vice President shall:

* assume the duties of the President in the event of the absence, illness, or death of the President;
* oversee the work of and receive regular reports from the Organizing and Leadership Development Committees
* perform other duties as delegated by the President or assigned by the Executive Board; and co-sign financial instruments in the absence of the President or Treasurer;
* shall not support/endorse any political candidate without approval by the Executive Board.

The Secretary shall:

* maintain the non-financial files and records of the organization;
* be the custodian of the seal and charter of the organization;
* record and keep accurate minutes of meetings of the membership and the Executive Board;
* assist the President in handling the correspondence of the organization;
* oversee the work of, and receive and certify the reports of, the Elections Committee;
* perform other duties as delegated by the President, or assigned by the Executive Board;
* shall not support/endorse any political candidate without approval by the Executive Board;

The Treasurer shall:

* receive, record and deposit all dues monies and other income in the name of the organization;
* maintain accurate membership records, membership dues, and issue delinquency notices to let members know they have a failed transaction, or their membership is interrupted;
* be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
* maintain all financial records of the organization;
* arrange for an independent audit of the finances of the organization
* annually and make same available to the Executive Board and membership;
* transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
* oversee the work of and receive reports from the Finance Committee;
* perform other duties as delegated by the President or assigned by the Executive Board;
* perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT; and

Parliamentarian shall:

* use Robert’s Rules of Order to enforce or ensure that meetings are in compliance;
* train the Executive Board annually on the use of Robert’s Rules of Order.

All officers elected by the general membership of the organization shall serve as members of the Executive Board and may perform duties as delegated by the President or by the Executive Board. At large Representative positions shall serve in the best interest of their constituencies.