

PDTA Vice President for Administration



Qualities:

- Trustworthiness/reliability/dependability
- Respected by staff, parents, community and administration
- Hard working
- Sense of humor
- Problem solver, creative
- Strong
- Committed - cares about union and all those who are in it and supports our efforts
- Organized
- Good listener
- Friendly
- Professional
- Confidential
- Responsible

Responsibilities:

The Vice-President for Administration shall assume all duties of the President in the absence of the President:

- Shall conduct Executive and Representative Assembly meetings
- Attend monthly Monroe County Federation of Teachers meetings

Shall attend all meetings of the Executive Committee and Representative Assembly. Reports out at each Representative Assembly meeting.

Shall collect and prepare proposed constitutional amendments for presentation to the Representative Assembly

Shall be PDTA's representative to the Board of Education and Budget Review meetings:

- Shall provide notes of all BOE meetings
- Shall send to PDTA office all personnel reports, enrollment reports and other materials from BOE meetings
- Works with PTSA to get out the vote during budget season

Shall be PTSA liaison and attend at least two meetings of District PTSA a year

- Conduct the annual PTSA membership drive including attending the Benefits Fair

Serve on District Planning Team

Serve on Board of Education Interview Committee

Serve on the PCSD Advocacy Team

Help administer PDTA Student Benefit Fund and District Student Opportunity Fund. Authorized as the third signatory on local checks if either the President or Treasurer's signature is not available

Shall be responsible for such other activities as assigned by the President and Executive Committee such as:

- Serve as negotiator for both APPR and contract negotiations
- Write regular *Speak Out* articles

Training and support systems:

- Local PDTA training – over the summer
- Regional NYSUT training – one to two days in late August
- Negotiations conference – once yearly in Rochester
- NYSUT Leadership Institute
- Former vice presidents
- Executive Committee
- Representative Assembly
- President

Compensation:

- \$4,000 per year