

President

TERM OF OFFICE

The USEA President will serve for one year. Additionally, he/she serves one year on the Executive Board as Immediate Past President. In total, it is a three-year time commitment, including the terms as Vice President, President, and Past President.

The president should expect to spend about four to six hours per month on USEA-related activities.

POSITION

The USEA President is the head of the association. He/she is responsible for providing overall leadership and direction in the development and implementation of policies. The President is the presiding officer at Executive Board meetings, encouraging a full and fair discussion of issues while maintaining control of the process. The President is also the presiding officer at the USEA General Business Meeting.

The specific activities outlined below are in addition to the duties and responsibilities of all Executive Board members, which include preparing for and attending all Executive Board meetings, attending board events at the UTeach Conference, and generally participating in association governance activities. See the position description for Executive Board Member for additional detail.

The President does not act in isolation. He or she consults regularly with others, especially in advance of taking any action, as the ability to plan and achieve consensus is critical. The President and the Professional Association Coordinator will be in regular contact throughout the year, and the President will confer often with the Vice President, Secretary-Treasurer, the entire Board, the UTeach Institute Director, and members of the association. The President, together with the UTeach Institute Director, has general authority to speak for the association.

The President will be supported in his/her work by the Professional Association Coordinator. The President will be reminded of upcoming tasks and responsibilities by the Professional Association Coordinator well in advance of deadlines. Most of the time, the Professional Association Coordinator can provide information on the specifics of the task, how the President might approach it, how much time might be involved, what paperwork or documentation might need to be prepared or reviewed, etc. A calendar of the President's potential activities is below.

The major duties of the President fall into the following categories: association governance; communications with the membership; representing the association to the UTeach community and at conferences, meetings, and events; and participation in UTeach Conference planning and implementation. Specific responsibilities include Board governance, participation in the annual UTeach Conference planning and implementation, communicating with the membership and others, and representing the association.

Board Governance

- Developing an agenda for three Executive Board meetings and the General Business Meeting and chairing those meetings. This is done with the Professional Association Coordinator, who will present the President with draft agendas and make suggestions for the most effective way in which

to guide the meetings to a successful conclusion. The Professional Association Coordinator is responsible for organizing task lists and assisting in all follow up after a meeting.

- Appointing interim and special working groups or task forces, and making replacement appointments as needed.

Participation in UTeach Conference Planning and Implementation

- Setting the official USEA Executive Board meeting schedule at the UTeach Conference.
- Preparing remarks for a variety of conference-related events (Opening Plenary Session, Welcome Reception, etc.). Many of these events are scripted by Institute staff, and the President need only add his/her personal touches.
- Assisting in the selection of keynote speakers.

Communicating with the Membership and Others

- Submitting regular short, written messages for the UTeach Institute Members Newsletter about six times a year.
- Submitting short, written messages for the USEA newsletter about three times a year.
- Responding to a variety of requests for communications throughout the year.
- Speaking on behalf of the association to a variety of internal and public constituencies.

The President and the UTeach Institute Director are the official spokespeople for the association. In very limited situations, and at the discretion of the President and Director, others may be designated to speak for the association.

Representing the Association

(Note: All representation and accompanying travel is at the discretion of the President, who may appoint others, as appropriate, to attend in his/her stead.)

- Representing the association to other organizations. It may be appropriate to have representation to other organizations depending on timing, expense, affinity, and a variety of other factors.

SUPPORT

The President will be supported in his/her work by the UTeach Institute Professional Association Coordinator and various Institute staff. The President will also receive funding for travel, housing, and registration to attend the Executive Board meeting at the UTeach Conference.

PRESIDENT'S CALENDAR

The USEA President takes office immediately following the UTeach Conference in May.

April

- Attend Executive Board orientation session via web conference.

May—UTeach Conference

- Preside over May Executive Board meeting and present President's Report.

- Provide remarks at UTeach Conference events—Opening and Closing Plenaries, Welcome Reception, etc.—and preside over the USEA General Business Meeting.

June–August

- Submit as agenda items for fall Executive Board meeting: President's Report, any significant letters or reports sent to outside entities.
- Work with Professional Association Coordinator to set agenda for fall Executive Board meeting.

September–November

- Preside over fall Executive Board meeting via web conference and present President's Report.
- Help identify UTeach Conference keynote speakers.

December–February

- Submit as agenda items for spring Executive Board meeting: President's Report, Executive Board schedule for UTeach Conference, and any significant letters or reports sent to outside entities.
- Work with Professional Association Coordinator to set agenda for spring Executive Board meeting.

March–May

- Preside over spring Executive Board meeting via web conference and present President's Report.
- Submit as agenda items for May Executive Board meeting: President's Report, Board schedule for UTeach Conference, USEA General Business Meeting Agenda, any significant letters or reports sent to outside entities.
- Work with Professional Association Coordinator to plan agenda for May Executive Board meeting.
- Review and approve plans for various UTeach Conference events.
- Finalize all plans and speeches for UTeach Conference.

Ongoing Responsibilities During Year

- Represent the Executive Board and USEA as circumstances may require.
- Issue statements on behalf of USEA and regularly deal with a wide range of questions and issues as they arise.
- Have regularly scheduled calls with the Professional Association Coordinator.
- Contribute regular short, written pieces to the UTeach Institute Members Newsletter about six times per year.
- Contribute regular short, written pieces to the USEA newsletter about three times a year.
- Communicate with the membership at other times as needed.

Vice President

TERM OF OFFICE

The Vice President serves for one year, followed by a one-year term as President and an additional year on the Executive Board as Immediate Past President. In total, it is a three-year time commitment, including the terms at President and Past President.

The Vice President should expect to spend about four to six hours per month on USEA-related activities.

POSITION

The USEA Vice President assumes the duties of the USEA President in case of death or incapacity. The specific activities outlined below are in addition to assuming the duties and responsibilities of an Executive Board member, which includes preparing for and attending all Executive Board meetings, attending board events at the UTeach Conference, and generally participating in association governance activities. The Executive Board job description provides additional details.

The vice president (VP) begins planning the presidential year almost as soon as the election results are announced. The VP will spend considerable time making these preparations and will also represent the association before other organizations, as requested by the president.

The VP consults with the president as requested, especially regarding special/interim working groups or task forces and replacement of members on committees, policy implementation, and general association governance.

The VP will consult frequently with the UTeach Institute Professional Association Coordinator throughout the year. The VP will be reminded by the Professional Association Coordinator well in advance of upcoming tasks and responsibilities. Most of the time, the Professional Association Coordinator can provide information on the specifics of the task, how the VP might approach it, how much time might be involved, what paperwork or documentation might need to be prepared or reviewed, etc. A calendar of the VP's potential duties is below.

Specific duties of the VP fall into three main categories: communications, preparing for the presidential year, and representing the association.

Communications

- The VP will prepare a number of written documents throughout the year, some for immediate release (for example, a call for volunteers in January) and others for release when he/she becomes President in June. As with other duties, these will generally be prompted by the Professional Association Coordinator.

Preparing for the Presidential Year

- Leadership Development Committee. The VP recommends members for appointment to the Leadership Development Committee. These appointments are approved by the Executive Board at the May Executive Board meeting.

- Executive Board Meeting Schedule. The VP presents to the Executive Board the schedule of Executive Board meetings for his/her presidential year, to be approved at the fall Executive Board meeting.
- Committee Appointments. The VP, as chair of the Leadership Development Committee, appoints members to standing committees. This process starts in January when there is a call-to-volunteer announcement to the membership. The Leadership Development Committee determines the committee member selection in early March. The professional association coordinator then emails committee appointment letters to members who have been selected to serve.
- Orientation sessions. The VP works with the Professional Association Coordinator to plan the orientation session for incoming Executive Board members.

Representing the Association

- The VP may represent the association at various sessions or events at the UTeach Conference.
- The VP may be asked to represent the association at an event the President would normally attend when the President is unable to do so. The VP should be prepared to perform such special tasks as requested.

SUPPORT

The Vice President will be supported in his/her work by the UTeach Institute Professional Association Coordinator and various Institute staff. The Vice President will also receive funding for travel, housing, and registration to attend the Executive Board meeting at the UTeach Conference.

VICE PRESIDENT’S CALENDAR

The Vice President will take office immediately following the UTeach Conference in May.

March–May

- Identify members for appointment to the Leadership Development Committee to replace outgoing members—submit for Executive Board approval at its May meeting.
- Attend orientation for new Executive Board members via web conference.

May—UTeach Conference

- Attend Executive Board Meeting held in conjunction with the UTeach Conference as an observer.

June–August

- Attend Vice President’s Orientation via web conference.
- Prepare a schedule of Executive Board meetings for your year as president—submit for Executive Board approval at the fall meeting.
- Send email to the membership soliciting volunteers to run for Vice President/President-Elect and Executive Board Member-At-Large positions.

September–November

- Attend the fall Executive Board meeting via web conference.

- As a member of the Leadership Development Committee, prepare slate of candidates for Vice President/President-Elect and Executive Board member-at-large positions to be presented to the Executive Board by November 1.

December–February

- Send email to the membership soliciting committee volunteers in January; deadline in February.

March–May

- As part of the Leadership Development Committee, appoint and confirm committee members for the following leadership year.
- Attend the spring Executive Board meeting via web conference.
- Prepare a brief article for the UTeach Institute Members Newsletter and the USEA newsletter highlighting plans for your year as president and provide a photo.
- Attend and help lead the orientation session for incoming Executive Board members via web conference.
- Finalize all plans and speeches for the UTeach Conference.

May—UTeach Conference

- Present plaque to retiring president at the UTeach Conference.
- Give brief remarks at the USEA General Business Meeting.

Secretary-Treasurer

TERM OF OFFICE

The Secretary-Treasurer is elected by the Executive Board from among the Executive Board members and serves a two-year term. The Secretary-Treasurer should expect to spend about four to six hours per month on USEA-related activities.

POSITION

The USEA Secretary-Treasurer is the recording officer and custodian of records of the association; he/she supervises preparation of minutes and oversees the election process. The Secretary-Treasurer is also the primary steward of the association's financial resources and is responsible for ensuring that the association's financial reports are fully available to USEA members. The Secretary-Treasurer should make sure that each Executive Board member fully understands the financial implications of any and all decisions made by the board.

The specific activities outlined below are in addition to assuming the duties and responsibilities of an Executive Board member, which includes preparing for and attending all Executive Board meetings, attending board events at the UTeach Conference, and generally participating in association governance activities. The Executive Board job description provides additional details.

Specific duties of the Secretary-Treasurer fall into two main categories: board governance and communications.

Board Governance

- Take minutes at all Executive Board meetings. The Secretary-Treasurer takes minutes at all Executive Board meetings, as does the Professional Association Coordinator. The association is guided by the AIP Standard Code of Parliamentary Procedure.
- Work with the Professional Association Coordinator on the preparation of the minutes of the Executive Board meetings and USEA Business Meeting. Shortly after each meeting, the Professional Association Coordinator writes a draft of minutes and forwards them to the Secretary-Treasurer. The Secretary-Treasurer adds to and revises these minutes and then confers with the Professional Association Coordinator regarding the changes. This draft is then sent to the entire Executive Board for revisions and corrections. The Board members direct any specific changes or additions to the Secretary-Treasurer who decides whether and how they should be incorporated into the official minutes. The minutes are then prepared for approval at the next Executive Board meeting.
- Approve final wording for USEA official ballots prior to their mailing. The Secretary-Treasurer approves the wording for each official ballot for the Executive Board or ballots related to USEA Bylaw amendments. Actual receipt and counting of the ballots is handled by the Professional Association Coordinator, with verification by a USEA member.
- Receive the results of USEA Executive Board elections and call all candidates that day with this information. In the case of a contested election, the Secretary-Treasurer will contact each candidate by phone, starting with those who have won the election and finishing with those who have not. When all are contacted and informed of the election results, the Secretary-Treasurer will then contact the Professional Association Coordinator to alert him/her that all candidates have been notified. An announcement of the election results will be prepared by the Professional Association

Coordinator and sent first to the Executive Board prior to an announcement by email to the membership. The results will also be posted online.

- Present the budget and other financial matters to the Executive Board. The annual budget is prepared by the UTeach Institute Director and Professional Association Coordinator and reviewed by the Secretary-Treasurer. At the May Executive Board meeting, the Secretary-Treasurer presents the budget for the next fiscal year for board approval. At other meetings, the Secretary-Treasurer may report on any financial matters that require Board attention.

Communications

- Write summary reports for the membership after each Executive Board meeting and USEA Business Meeting. The Secretary-Treasurer writes a summary of Executive Board action after each Board meeting and business meeting. The report covers the salient points of Board action, including consent and information items. The Professional Association Coordinator will assist the Secretary-Treasurer in preparing the reports for publication.
- Prepare annual financial report for the membership. With assistance from the Professional Association Coordinator, the Secretary-Treasurer prepares an annual report, which documents the association's finances for the previous fiscal year. The Secretary-Treasurer also presents a report at the USEA Business Meeting during the UTeach Conference.
- Send notice of USEA Business Meetings. The Secretary-Treasurer sends notice of USEA Business Meetings to the membership via email at least 30 days before a meeting.

SUPPORT

The Secretary-Treasurer will be supported in his/her work by the UTeach Institute Professional Association Coordinator and various Institute staff. As a member of the Executive Board, the Secretary-Treasurer will also receive funding for travel, housing, and registration to attend the Executive Board meeting at the UTeach Conference.

SECRETARY–TREASURER’S CALENDAR

The Secretary-Treasurer will take office immediately following the UTeach Conference in May.

May—UTeach Conference

- Attend Executive Board meeting held in conjunction with the UTeach Conference and take minutes.

June–August

- Prepare minutes from the May 20 Executive Board meeting.
- Write summary report of the May 20 Executive Board meeting for distribution to the USEA membership.

September–November

- Attend the fall Executive Board meeting via web conference and take minutes.
- Prepare minutes from the fall Executive Board meeting.
- Write summary report of the fall Executive Board meeting for distribution to the USEA membership.

- Send notice of Executive Board nominees to the membership before December 1; membership has 30 days to petition additional nominees.

December–February

- If no additional Executive Board nominees are petitioned by the membership, send notice of Executive Board election results to the membership.
- If additional Executive Board nominees are petitioned by the membership, prepare and send an Executive Board election ballot to the membership before March 1.

March–May

- If necessary, send notice of proposed USEA Bylaw amendments to the membership before March 19; amendments to be voted on at the USEA Business Meeting in May.
- Attend the spring Executive Board meeting via web conference and take minutes.
- Prepare minutes from the spring Executive Board meeting.
- Write summary report of the spring Executive Board meeting for distribution to the USEA membership.
- If USEA Executive Board election was necessary, notify candidates of the results and send notice to membership after April 1.
- Send notice of USEA Business Meeting to membership before April 19.
- Finalize all plans and reports for the UTeach Conference.

May—UTeach Conference

- Attend the May Executive Board meeting held in conjunction with the UTeach Conference, take minutes and present the budget for the next fiscal year for board approval.
- Attend USEA General Business Meeting, take minutes and present Executive Board election results and financial report.

Executive Board Member

TERM OF OFFICE

Executive Board Members-At-Large serve three-year terms. Executive Board members should expect to spend two to four hours per month on USEA-related activities.

POSITION

The USEA Executive Board consists of eight members: the President, Vice President, Secretary-Treasurer (a Member-At-Large elected by the Executive Board to this position), Immediate Past President, three Members-At-Large, and one non-voting member from the UTeach Institute. As elected representatives of the membership, the Executive Board plans for and carries out the work of the association. All members of the board have the following responsibilities. The officers have additional duties as outlined in separate descriptions.

- Attend three Executive Board meetings annually: in person at the UTeach Conference, and via web conference in the fall and in the spring. The May Executive Board meeting is held during the UTeach Conference. The fall and spring Executive Board meetings are held via web conference (though sometimes the fall meeting may be held in person, web attendance is possible). The schedule will be available online and is set by the Vice President and approved by the Executive Board at the previous fall meeting.

A new Executive Board member does not officially take office until the end of the UTeach Conference but attends a new board member orientation via web conference in April prior to the conference and attends the May Executive Board meeting as an observer.

- Attend Executive Board conference calls. When issues arise throughout the year, or if further discussion is needed after an Executive Board meeting, the president may schedule an Executive Board conference call. All members of the Executive Board are expected to participate in the conference call.
- Prior to each Executive Board meeting, thoroughly read and research the materials distributed for discussion. Approximately three weeks before each Executive Board meeting, the president sends an electronic Board Book of agenda items and supporting materials. Occasionally, supplements are sent later or are distributed at the meeting. Allow sufficient time to read, research, and consider the materials in order to participate in an informed discussion.
- Participate in Executive Board discussions at and between Board meetings on the Executive Board listserv. Executive Board members have a closed listserv with the UTeach Institute Professional Association Coordinator and Director as the only additional people on the list. This listserv is used to discuss issues and events that arise during the year that are relevant to your responsibilities as a board member and to the USEA membership. The listserv is also used to distribute documents to the board during the year.

Board members represent the membership as a whole. In addition to educating themselves about specific association agenda items, board members are relied upon to monitor trends in STEM education and teacher preparation. The board listserv may be used to share relevant current event items.

SUPPORT

Executive Board members will be supported in their work by the UTeach Institute Professional Association Coordinator and various Institute staff. The Board members will also receive funding for travel, housing, and registration to attend the Executive Board meeting at the UTeach Conference.

EXECUTIVE BOARD MEMBER'S CALENDAR

Executive Board members take office immediately following the UTeach Conference in May.

April

- Attend orientation for new Executive Board members via web conference.

May—UTeach Conference

- Attend Executive Board meeting held in conjunction with the UTeach Conference as an observer.

September–November

- Attend the fall Executive Board meeting via web conference.

March–May

- Attend the spring Executive Board meeting via web conference.
- Finalize all plans for the UTeach Conference.

May—UTeach Conference

- Attend Executive Board meeting held in conjunction with the UTeach Conference.
- Attend UTeach Conference events as USEA board member—Opening and Closing Plenaries, Welcome Reception; and the USEA General Business Meeting.