**We are currently searching for nominees for the following positions. Please let us know if you are interested in any if these positions by signing below and checking the office you are interested in.**

**ZEA MEMBER NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President**

Duties Include:

• Preside at all meetings of the Association and of the Executive committee

• With the Treasurer, sign all non-budget vouchers authorized by the executive committee

• Appoint all committees not otherwise provided for, subject to the approval of the Executive Committee

• Be an official delegate to the semi-annual Representative Assemblies of the EOEA and the OEA

• Become a member of the Executive Committee following his/her term as President

**Vice President of Elementary Level**

Duties Include:

• Preside over Association meetings in the absence of the President as needed.

• Schedule and preside over meetings with preschool and elementary level faculty representatives, or with other members

 and/or administration as needed, to work on resolution of concerns of preschool and elementary.

• Perform other such duties as delegated by the President.

• Responsible for appointing a recorder to take notes at meetings, responsible for sharing notes with the President and

 Secretary within a 3 day period.

• Inform and advise the President of all meetings in advance, keep the President informed of all meetings and actions.

•  Be an official delegate to the semi-annual Representative Assemblies of the EOEA and the Ohio Education Association.

• Register participants for the summer OEA Leadership Academy by the May Executive Committee meeting.

**Vice President of Secondary Level**

Duties include:

• Preside over Association meetings in the absence of the President as needed.

• Schedule and preside over meetings with preschool and secondary level faculty representatives, or with other members

 and/or administration as needed, to work on resolution of secondary concerns.

• Perform other such duties as delegated by the President.

• Responsible for appointing a recorder to take notes at meetings, responsible for sharing notes with the President and

 Secretary within a 3 day period.

• Inform and advise the President of all meetings in advance, keep the President informed of all meetings and actions.

•  Be an official delegate to the semi-annual Representative Assemblies of the EOEA and the Ohio Education Association

• Register participants for the summer OEA Leadership Academy by the May Executive Committee meeting.

**Treasurer**

Duties include:

• Have charge of all fund of the Association, shall deposit them in a bank in the name of the Association, and shall disburse

 them as authorized by the Executive Committee.

• With the President, sign all non-budget vouchers authorized by the Executive Committee.

• Be responsible for the collection of all dues.

• Serve as a membership chairperson

• Shall be bonded.

• The Treasurer’s books shall be audited annually by the budget Committee.

**Secretary**

Duties include

• Attend and keep a record of all meetings of the association and the executive committee

• Prepare and keep on file a correct list of the names and addresses of the Executive Committee

• Care for any correspondence of the Association as directed by the Presidents.

**Technology Communications Coordinator**

Duties include:

• Perform duties as designated by the President

• Administrator of Association website and coordinator of technical communication.

• Responsible for keeping members informed of current news and legislative action

**External Communications Coordinator**

Duties include:

• Perform duties as designated by the President

• Promote optimum relationships between the Association and the community

• Disseminate news and information about the Ohio Education Association and the National

 Education Association as well as the local Association through press, radio, and television as approved

 by the Executive Committee and/or the President.

**Internal Communications Coordinator**

Duties include:

• Perform duties as designated by the President

• Collect member contact information to update and maintain the automated call system

• Aid the Secretary in duties as needed involving member contact

**IN ADDITION WE ARE SEEKING NOMINEES FOR THE FOLLOWING COMMITTEES AND DELEGATES TO THE FOLLOWING MEETINGS:**

**Scholarship Committee;** distribute and review applications for the ZEA scholarship, make recommendation for awards to the executive committee

**Grievance Committee;** be trained in writing grievances, and write them as needed for ZEA

**Nominations Committee**; conduct nominations, elections, and all balloting as set forth in the ZEA bylaws. No candidate for office shall be a member of the elections committee.

**Negotiations Committee**; represent the Association in planning and negotiating all phases of the Agreement between the Association and the Board of Education. Report to the negotiations

 committee after each negotiations session. Issue reports on progress made by Negotiations Team.

**Budget Committee**; create and submit a budget for the coming fiscal year no later than the May Executive Committee Meeting. Audit the books at the end of the fiscal year.

**Communications Committee**; Promote optimum relationship between the Association and the community, provide monthly newsletters to all ZEA members; disseminate news and information

 about the Ohio Education Association and the National Education Association as well as the local

 Association the press, radio, and television.

**EASTERN OHIO EDUCATION ASSOCIATION DELEGATE** ( 6 NEEDED)

**OHIO EDUCATION ASSOCIATION DELEGATE** ( 5 NEEDED)

**NATIONAL EDUCATION ASSOCIATION DELEGATE** ( 2 NEEDED)