

NOMINATION for

US of CC PRESIDENT

**PRESIDENT**

*Chief Officer*

- represent Association
- serve as spokesperson
- initiate budget
- sign contracts
- preside over meetings



The **President** shall be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Committee and Representative Council meetings, sign contracts and agreements, represent the Association before the public either personally or through designees, appoint and remove members of all committees with the consent of the Executive Committee and Representative Council, serve as ex-officio member on all committees, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Executive Committee, Representative Council, and the membership. Further, the President shall have the power and duty to perform all acts generally associated with the nature of the office and other such duties applicable to the office as prescribed by the parliamentary authority adopted herein which are not inconsistent with the Bylaws.

NOMINATION for

VICE-PRESIDENT

**VICE-PRESIDENT**

- serve in absence of president
- co-chair Grievance Committee
- participate in Executive Committee meetings



**Vice-President.** The Vice-President shall co-chair the Grievance Committee, have the powers and duties of the President in the President's absence or inability to serve, shall succeed to the Presidency pursuant to the Bylaws, and shall otherwise have powers and duties as may be assigned to the President.

NOMINATION for

SECRETARY

**SECRETARY**

- maintain files, records, minutes of meetings
- notify members of upcoming meetings
- participate in Executive Committee meetings



**Secretary.** The Secretary shall maintain the official files and shall assist the President with Association correspondence. The Secretary shall keep accurate minutes of each meeting of the Executive Committee, Representative Council, and each meeting of the membership. The Secretary shall also be responsible for notifying members of regular and special meetings.

NOMINATION for TREASURER

- TREASURER**
- maintain accounts and membership records in collaboration with Membership Chair
  - pay bills
  - file reports ...
  - participate in Executive Committee meetings



**Treasurer.** The Treasurer shall keep accurate records of expenses and income in accordance to generally accepted bookkeeping principles, report such records at the Executive Committee, Representative Council, and membership meetings. The Treasurer is responsible for filing the proper annual reports with the U.S. Department of Labor. The Treasurer shall be responsible for the payment of bills and for transmitting dues to the IEA as per IEA policies. The Treasurer will work with the Membership Chair to maintain up-to-date records of membership and return membership rosters to IEA.

NOMINATION for MEMBERSHIP CHAIR

- MEMBERSHIP CHAIR**
- keep accurate membership records
  - work with Treasurer on dues accounting with IEA
  - participate in Executive Committee meetings



**Membership Chair.** The Membership Chair shall maintain accurate and up-to-date records of membership (i.e., membership lists) and send new bargaining unit members appropriate information to the IEA. The Membership Chair will work with the Treasurer to return membership rosters to IEA with an accounting of members' dues.

NOMINATION for COMMUNICATIONS CHAIR

- COMMUNICATIONS CHAIR**
- handle publicity and media communications
  - edit association newsletter
  - participate in Executive Committee meetings



**Communications Chair.** The Communications Chair shall handle internal and external publicity and media communications for the association and is editor of the association newsletter.

NOMINATION for

GRIEVANCE CHAIR

### GRIEVANCE CO-CHAIR

- investigate and expedite potential grievances: contract violations, misinterpretations, etc.
- exercise functions in collaboration with vice-president
- participate in Executive Committee meetings



**Grievance Co-Chair.** The Grievance Committee Co-Chair will investigate and expedite any potential grievances over contract violations, misinterpretations, or misapplications. The Vice President shall serve as Co-Chair.

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NOMINATION for

NEGOTIATIONS CHAIR

### NEGOTIATIONS CHAIR

- keep abreast of all contract issues
- gather information relevant to bargaining
- convene Negotiations Cmte and oversee its work
- codify bargaining notes; schedule team meetings
- participate in Executive Committee meetings



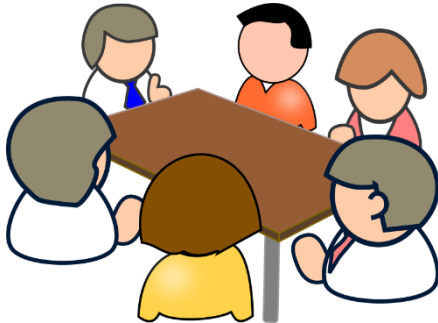
**Negotiations Chair.** The Negotiations Chair shall keep track of contract issues throughout the contract period and will gather information relevant to bargaining. The Negotiations Chair shall convene the Negotiations Committee and oversee the work of the committee in preparation for bargaining. The Negotiations Chair will codify notes taken during bargaining and schedule negotiation team meetings.

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NOMINATION for REPRESENTATIVE TO IEA REGIONAL COUNCIL (REGION 67)

**REGIONAL COUNCIL REP**  
--represent USofCC at monthly regional council meetings  
--inform Executive Committee of pertinent regional issues  
--liaise between regional council and Executive Committee



**Regional Council Representative:** Region 67 of the Illinois Education Association represents the unionized higher education professionals (adjunct faculty and full-time staff) of local colleges and universities organized with IEA. School representatives meet monthly to develop strategies for action and mutual support between schools and set policies as needed.

NOMINATION for BUILDING/DEPARTMENT REPRESENTATIVES

**BUILDING/DEPARTMENT REPRESENTATIVES**  
--provide USofCC information/buttons/fliers to coworkers  
--encourage co-workers to participate in union events  
--solicit opinions from coworkers on what steps union should take—one-on-one or by organizing a department/building meeting  
--participate in a meeting of representatives twice each semester  
--occasionally organize department/building meetings  
--liaise between regional council and Executive Committee



The USofCC Association Representative (AR) shall be a member(s) of the Association selected to provide two-way communication between the Association and the members, distribute materials to members personally, and conduct informative meetings. The ARs shall recruit volunteers for Association jobs and activities and generate support for Association positions and programs. The Association shall provide training for ARs, keep the ARs informed of Association activities and positions, and provide incentives for attracting and retaining ARs.

The Executive Committee and the Association Representatives together form the Representative Council (Assembly). This body shall annually approve [or recommend to the membership] a budget, establish [or recommend to the membership] the dues, approve expenditures, and may adopt programs on behalf of, or for recommendation to, the membership.

Association Representatives can be nominated for the following departments or buildings:

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|--|-------------------------------------|
| 1. Admissions                              | 7. 618 S. Michigan                  |
| 2. Student Financial Services              | 8. 624 S. Michigan                  |
| 3. Rest of 600 S. Michigan                 | 9. 33 E. Congress                   |
| 4. Advising                                | 10. 916 S. Wabash & 731 S. Plymouth |
| 5. Art/Art History & Design (623 S Wabash) | 11. 1104 S. Wabash & 1600 S. State  |
| 6. Rest of 623 S. Wabash                   | 12. Theatre, Music, Dance           |