



## Roles and Responsibilities of NEA Retired Elected Leaders

(7/17/2023)

Leadership calls for commitment and dedication. There IS a difference between leaders and office holders. Office holders like to go to meetings to have fun and to travel, but TRUE leaders run for office because they are willing to do a job, to work, and pursue results.

Once you are elected, always remember to “Take your job seriously; yourself lightly.” There will be no time for ego; time will be filled with the work of your elected position!

All elected positions allow the member to voucher expenses. NONE have a salary.

### **NEA Resolutions Committee:**

**Terms:** Six members elected for one year terms, may serve a total of six years as a Retired representative regardless of previous service as an active member. Elections are determined by plurality in descending order and not by majority.

**Eligibility:** Must be an NEA Retired delegate to the current NEA Representative Assembly

**Responsibilities:** Will attend called meetings, generally a mid-winter one in February for two days meeting virtually and then again for two more days in person prior to the RA.

This responsibility calls for good writing skills, as the committee is involved in writing new resolutions or suggesting amendments to current ones. It also is helpful to be able to network because members all serve on one committee or another and meet virtually during the year. Networking would include convincing other members of your ideas.



As a member representing NEA Retired, you will be expected to present the ideas and interests of the Retired.

### NEA Resolutions Committee Alternates:

Same as above. Elections for the six positions are by plurality in descending order.

### NEA Board of Directors, Representing the NEA Retired:

**Terms:** Three-year term, may serve for two terms. Generally, there are two positions elected per year. (There are six members serving staggered terms.)

**Responsibilities:** The Board currently meets in person three times a year in D. C. for the two-day Board meeting during Super Week (which also includes, for other NEA leaders, a Legislative/Lobbying Day, Committee work, and a PAC Council meeting). There are also two partial Board meeting days on site at the RA. Members often have called virtual meetings for various reasons.

A Board member needs to be well acquainted with the various NEA documents: by-laws, resolutions, legislative issues, position papers, and general workings of the Association. When you speak of or for the Association you must be accurate in your remarks.

Because you represent the Retired, you must also be well acquainted with the Retired documents as listed above. However, since you are a part of THE Board, you will be wearing two hats. If you bring a new business item, it must represent either accurately what the Retired is supporting or what would fall under the jurisdiction of the NEA.

You may be asked to serve on a Retired Committee or assume duties the NEA President might require of you as an NEA Board member.

You will be assigned a specific committee within the Board and you may choose to run for specific committees such as Budget, Internal Concerns, NEA-Retired



Conference Planning Committee or the board of Member Benefits, or as a delegate to Education International.

## Alternates to the NEA Board, Representing the NEA Retired:

**Terms:** There will be 6 alternates to the Board by 2024, adding one position for three years until a total of 6 is in place, three-year term, may serve for two terms.

**Responsibilities:** Alternates must be ready to serve at a moment's notice due to illness, family emergencies, etc. They have the same responsibilities as elected Board members.

## NEA Retired Executive Council:

**Terms:** Three-year term, may serve two terms. Generally, there are two positions per year. (There are six members serving staggered terms plus the three elected officers who are also elected in staggered terms.)

**Responsibilities:** There are two in person meetings held in D.C. in the fall and spring as well as one virtual meeting in the winter. Like the Board of Directors, the Executive Council often meets virtually throughout the year. This group makes decisions and plans for NEA Retired.

Currently, each member chairs a committee and serves on two others such as Membership, Communications, Scholarship, Legislative, PAC Fund-raising, and Member Benefits/Grants. You are expected to attend the NEA Summit, the NEA Retired Conference, and the Retired Annual Meeting.

Because much of the work of NEA Retired must be done electronically, it is necessary to be familiar with various technology skills and to have the equipment to fulfill the job. NEA 360 (also known as EdCommunities) is used, and upon request, training for this can be provided.

While every member has a personal agenda with family, etc., "showing up" is imperative!



## NEA Retired Secretary:

**Terms:** Three-year term, may serve two terms.

**Responsibilities:** The secretary is the official record keeper of the business of the Association, which becomes the history of NEA Retired. The secretary is also charged with keeping an up-to-date leadership roster as well as other duties as assigned by president.

## NEA Retired Vice-President:

**Term:** Three-year term, may serve two terms.

**Responsibilities:** The NEA Retired Vice-president is charged with assuming duties if or when the President cannot.

## NEA Retired President:

**Term:** Three-year term, may serve two terms.

### **Responsibilities:**

- Drives the agenda based on NEA Retired objectives, goals, and the strategic plan Is the official spokesperson for the Retired
- Acts as the liaison between the work of NEA Retired (including the Council) and NEA governance and staff
- Encourages and suggests various programs and activities for the NEA and state Retired
- Communicates information in a timely manner
- Coordinates with NEA Retired Board members on messaging and decision making at the NEA Board



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- Writes the editorial for the *NEA Today for Retired Members*, 3 months in advance Chairs the Executive Council and makes various assignments
- Names committee members and chairs, including ad hoc committees Attends and speaks at state meetings upon invitation
- Attends most virtual committee meetings but does not vote
- Attends the following meetings during Super Week as the official Retired representative: Executive Committee, Budget, PAC Council, Conference Planning and the NEA Board of Directors
- Learns and practices new and current technology
- Develops the agenda and serves as the chair of the NEA-Retired Annual Meeting