



LACSTA OFFICER & COMMITTEE CHAIR ROLES & RESPONSIBILITIES GUIDELINES

President

- Establish a Board Meeting Schedule at the beginning of year
- Preside over Board meetings and conduct through parliamentary procedure
- Facilitate open dialogue from Board and members at large on issues of concern and importance
- Establish Board Meeting Agendas
- Assign subcommittees as needed
- Work collaboratively with the LACOE Superintendent and staff to achieve common interests of education
- Ensure adherence to Bylaws

Vice President

- Chair the Programs Committee
 - Recommend Association programs to the Executive Board
 - Develop a procedure to select and recommend LACSTA programs
- Work with LACOE staff to identify the programs requiring LACOE support
- Solicit ideas for programs from membership and others
- Coordinate publicity and program arrangements with LACOE staff
- Evaluate programs after completion to determine success and to look for ways to improve future programs
- Work with other officers to provide leadership for the Association
- Handle duties of the President in their absence from meetings or events
- Serve as Acting President in case of vacancy in the Office of President
- Handle other duties as assigned by the President or the Executive Board

Secretary-Treasurer

- Chair Budget/Finance Committee
- Prepare Financial Reports for Executive Board Review/Approval
 - Review LACSTA financial documents, i.e., bank statements, and prepare monthly report

- Work with LACOE staff to prepare financial signature authority
- Prepare Projected/Actual Budget
 - Analyze Revenue and Expenditures and make recommendations to the Executive Board to support Association activities and programs
 - Review Membership Reports and work with the Executive Board to maximize membership
 - Submit preliminary Budget Report to the Executive Board prior to General Association meeting
- Prepare and Review Association Minutes

Directors

- Attend all scheduled Executive Board meetings unless excused
- Communicate LACSTA information and encourage all board members to participate in LACSTA activities
- Join one or more LACSTA committees
- Contribute input and constructive recommendations to ensure LACSTA member districts are engaged and valued

Parliamentarian

- Assists the President in managing meetings and advises on parliamentary procedure

Candidate Review Committee Chair

- Facilitate the committee meetings and LACSTA executive election
- Ensure the candidate application is sent out to the association membership at least one month before the candidate application deadline
- Ensure a reminder of the candidate application deadline is sent at least one week before the candidate application deadline