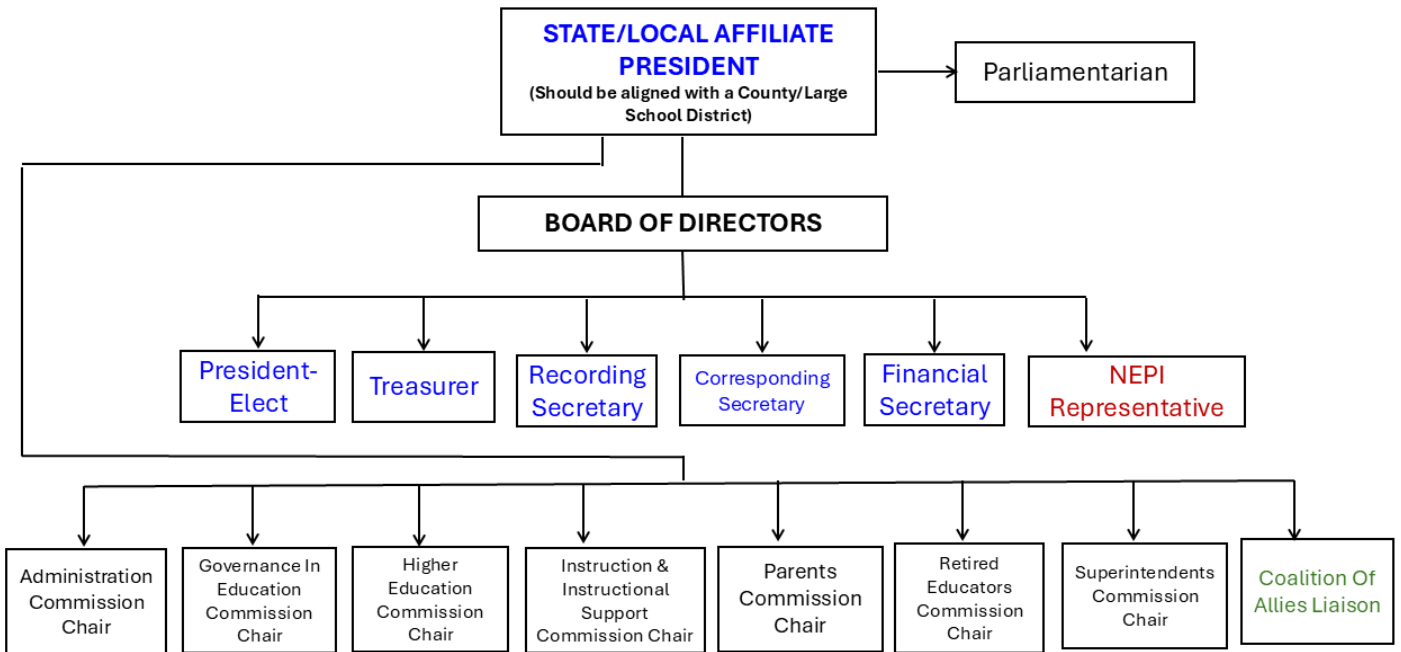


NABSE STATE & AFFILIATE ROLE DESCRIPTIONS



OFFICERS

PRESIDENT - The President shall have all powers and duties incident to the office of President. The President shall preside at all meetings of the Affiliate: General, Executive Board, Annual, Special, and Emergency as specified by the By-Laws. The President shall establish and appoint the Chairs of all Standing and Ad Hoc/Special Committees (unless those Committees are established by the body, in accordance with Roberts Rules of Order) and shall establish other Committees as needed. The President shall designate a Parliamentarian to advise on matters pertaining to parliamentary procedure. The President shall be an ex-officio (non-voting) member of all Committees except the Nominating Committee and any disciplinary committee where the President is the subject. The President shall be responsible for the climate and culture of the Affiliate. The President is also responsible for setting the vision, mission, and strategic plan for the Affiliate, aligned with that of the NABSE State, Regional and National bodies. The President shall serve as the official spokesperson for the Affiliate.

PRESIDENT-ELECT - The President-Elect shall assume the office of President upon the expiration of the President's term. In the absence or disability of the President, the President-Elect shall perform the duties and exercise the powers of the President.

The President-Elect shall also perform such other duties as shall be prescribed by the President.

RECORDING SECRETARY – The Recording Secretary shall take the minutes of all meetings of the Affiliate, Executive Board, and any such other meetings where the Affiliate convenes. Maintain the Membership Roster. Be the custodian of all governing documents. Keep the NABSE Executive Director, Regional Representative, and State President updated with the latest roster of financial members, in good standing. The Recording Secretary perform such other duties as shall be prescribed by the President.

CORRESPONDING SECRETARY - The Corresponding Secretary shall read and conduct correspondence as directed by the Executive Board or the President. Send a call of the meeting to each Affiliate member, including a copy of the minutes, and all relevant information and reports. Update the calendar and communicate important issues to the membership and assist the Recording Secretary with maintaining the Membership Roster. The Corresponding Secretary shall also perform such other duties as shall be prescribed by the President.

TREASURER - The Treasurer, in accordance with sound fiscal management procedures and policies as established by the Executive Board shall be the custodian of all funds, disbursing them as directed by the Affiliate or the Executive Board. Present a financial statement at each Affiliate meeting and as requested by the Executive Board. Prepare the financial records for audit by the audit committee biennially. Prepare a dues statement to be sent to each member with the call of the Annual Meeting. Transmit the National and State dues of the Affiliate members, received by the Financial Secretary, on their behalf, unless otherwise specified by the President or Executive Board. Send Affiliate dues delinquency notices to members. Serve as Chair of the Budget Committee and present an Annual Budget for adoption by the Affiliate at the Annual Meeting. File the unit's annual tax form with the Internal Revenue Service by April 15th of each year. The Treasurer shall also perform such other duties as shall be prescribed by the President.

FINANCIAL SECRETARY - The Financial Secretary shall receive all funds, issue receipts for funds received and maintain a record of all financial transactions, assist the Recording Secretary in maintaining a record of members in good standing, submit all funds received to the Treasurer within two (2) business days, receive financial reports from Standing and Special committees within thirty (30) days of event/activity including any event/activity receipts and request for reimbursement, and assist the Treasurer with preparation of the annual budget, preparation and filing of tax documents and audit committee review. The Financial Secretary shall also perform such other duties as shall be prescribed by the President.

PARLIAMENTARIAN – The Parliamentarian shall serve as an appointed Advisor to the President, on all matters of parliamentary procedure and good meeting governance. The Parliamentarian shall assist the President in preparing for meetings, and have a copy of the bylaws, standing rules, and the latest edition of Roberts Rules of Order. The Parliamentarian shall maintain the same expectation of neutrality as the President. The Parliamentarian shall also perform such other duties as shall be prescribed by the President.

NEPI REPRESENTATIVE – The NEPI (NABSE Educational Policy Institute) Representative works with the State NEPI Representative, Regional NEPI Senator, and National NEPI Chairman, as the chief advocate for promoting the educational policy recommendations of the national organization. The NEPI Representative will interface with local elected representatives and educational policy makers to do so.

COMMISSIONS

THE ASK: AT THE STATE LEVEL: Each Commission will consist of a Chair, co-Chair, and at least 3 other members. Each Commission will hold at least one (1) virtual workshop annually related to its work, meet quarterly with the Affiliate Executive Committee (4 times a year). Each Commission may convene at other times as a Commission, as called by the Chair. Each Commission may conduct additional programming as it deems, including in-person workshops and events, as approved by the Affiliate President, Executive Board, or general body, not to conflict when possible, with the meetings or events of the other Commissions.

AT THE AFFILIATE LEVEL: Each Commission will consist of a Chair, co-Chair, and at least 3 other members. Each Commission will hold at least one (1) virtual workshop annually related to its work. Each Commission Chair shall meet quarterly with the Affiliate Executive Committee (4 times a year), and once monthly with the Affiliate general membership. Each Commission may convene at other times as a Commission, as called by the Chair. Each Commission may conduct additional programming as it deems, including in-person workshops and events, as approved by the Affiliate President, Executive Board, or general body, not to conflict when possible, with the meetings or events of the other Commissions.

DESCRIPTIONS

Administration Commission - The function of this Commission shall be directly related to the administration and governance of school districts, the management of local schools, and the exploration of innovative practices related to school operation. The members of this commission may be professionals employed in this space, or those who support it.

Governance In Education Commission – The function of this Commission shall be research related and is a space for those education professionals interested in writing, education policy, and publishing. It shall be directly related to examining existing education statutes and regulations or prevailing policies of local governing boards of school districts or institutions of higher education to ensure the most advantageous policies regarding the welfare of Black students and staff are in effect. Where analyses of existing statutes, regulations and/or policies suggest that modifications are required, it shall be the work of this Commission to develop new policy, regulation or legislation that the Affiliate/State/Region/NABSE/NEPI Representative can advocate for and advance.

Instruction & Instructional Support Commission - The function of this Commission is to provide support for teachers, teachers' aides, instructional coaches, paraprofessionals, and other educators who provide direct pedagogy to students or support those who do. The Commission's work shall be directly related to instructional strategies and programs and those supportive services delivered in and outside the classroom setting.

Higher Education Commission - The function of this Commission shall be directly related to programs and services that support professionals and educators in higher education, and students of color who seek to attend colleges and universities. The Commission will conduct programming that focuses on the professional development of higher education professionals, and in assisting through guidance, education, and scholarships the transition of students of color from high school to college.

Parent Commission - This Commission shall be composed of members who are parents, caregivers of children, court-recognized advocates, and those professionals employed in the parent engagement space. The function of this Commission shall be directly related to providing support, resources, and programming to

parents and caregivers, through education, professional development and advocacy.

Retired Educators Commission - This Commission shall be composed of members who are no longer in the active workforce. The function of this Commission shall be to provide a space for members of the Affiliate to be able to benefit from the experience, knowledge, and relationships that educators who have served for years have. The Commissions work will be directly related to providing support across the Commissions of the Affiliate, where the retiree has skill and experience, and the retention and continuing involvement of retirees in NABSE.

Superintendents Commission - This Commission shall be composed of Superintendents, Deputy Superintendents, and those who formerly served in those roles. The Superintendent Commission's primary function is to provide visionary leadership, mentorship, and guidance to educators who aspire to serve in the role themselves, and create methods, and means for them to do so. The Commission shall establish Mentoring opportunities one on one, or in cohorts, to intentionally bring others into the space by preparing them to lead. The Superintendents Commission shall also serve as a resource to the Affiliate, assisting the Affiliate in accomplishing its goals.

Coalition Of Allies Liaison - The Coalition Of Allies shall collaborate with the members of other organizations of color, such as the NAACP, Divine 9, Urban League, NCNW, 100 Black Men, 100 Black Women and others, who lead the education work for those organizations, for the purpose of collaboration. The Coalition Of Allies Liaison will work with those organizational leaders to identify shared goals regarding improving educational outcomes for children of African descent, and collaborate on joint programming in the communities they share. The COA Liaison will lead the organizing of and conduct at least one (1) programming event for the year with the Allies in the Affiliate's service area. The COA Liaison will work in conjunction with the State and Regional COA Liaisons to enact initiatives, as indicated by State and Region.