

**Harlem Federation of Teachers**  
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## **Harlem Federation of Teachers**

### **Job Description**

#### **President**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Elected in even number years
2. Two Year Term

#### Duties and Responsibilities:

1. Chief Executive Officer of Local #540
2. Administer all of the affairs and policies of the organization as determined by the Executive Board, House of Representatives, and the membership.
3. Preside over all meetings of Local #540, including membership meetings, Executive Board meetings, and meeting of the House of Representatives.
4. Establish committees and appoint committee members as needed.
5. Attend all School Board meetings and school board committee meetings.
6. Attend all union/administration joint committees
7. Member of the Executive Board
8. Attend all meetings of the Executive Board, House of Representatives, and the general membership
9. Make recommendations on matters of business or policies to be presented to the House of Representatives and/or general membership.
10. Perform additional duties as prescribed by the House of Representatives or Executive Board of Local #540.

## **Harlem Federation of Teachers**

### Job Description

#### **First-Vice President**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Elected in even number years
2. Two Year Term

#### Duties and Responsibilities:

1. Assume all duties of the President in case of absence, resignation, or inability of the President to perform the duties of the office.
2. Chair-person of the Grievance Committee.
3. Attend all Regular School Board meetings.
4. Member of the Executive Board.
5. Attend all meetings of the Executive Board, House of Representatives, and the general membership.
6. Make recommendations on matters of business or policies to be presented to the House of Representatives and/or general membership.
7. Perform additional duties as prescribed by the House of Representatives or Executive Board of Local #5

## Harlem Federation of Teachers

### Job Description

#### Second-Vice President

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Elected in odd number years
2. Two Year Term

#### Duties and Responsibilities:

1. Assume all duties of the President in case of absence, resignation, or inability of the President to perform the duties of the office in the event the First-Vice President is unable to assume the office of President until the 3<sup>rd</sup> House of Representatives meeting following the vacancy.
2. Chair-person of the Federation Bank Committee
3. Member of District Insurance Committee
4. Attend all the meetings of the business services school board committee
5. Serve as a liaison for any AFT professional development
6. Member of District Wellness Committee
11. Attend all meetings of the Executive Board, House of Representatives, and the general membership
12. Make recommendations on matters of business or policies to be presented to the House of Representatives and/or general membership.
13. Perform additional duties as prescribed by the House of Representatives or Executive Board of Local #540.

## Harlem Federation of Teachers

### Job Description

#### Secretary

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Elected in odd number years
2. Two Year Term

#### Duties and Responsibilities:

1. Take minutes of Executive Board, House of Representatives, and general membership meetings.
2. Send copies of executive board minutes to the executive board
3. Send copies of minutes of the House of Representatives and General meetings to the members of the Executive Board, House of Representatives, and the webmaster.
4. Take care of any correspondence of the Executive Board or any other correspondence as directed by the President.
5. Maintain accurate membership reports
6. Furnish to the IFT any membership changes.
7. Responsible for maintaining communication between Executive Board and Building Representatives
8. Gathers information requested by building representatives
9. Manages HFT Scholarship application procedure
10. Organizes elections/votes: prepares nomination forms, collecting nominating forms, provides information regarding elections procedures to building representatives, counts ballots (when appropriate) (Ex. Officer elections, contract ratifications, etc)
11. In the event of a strike, organizes strike headquarters, communicates with each site's strike captains
12. Works with Webmaster to provide information on Facebook page and website
13. Member of the Executive Board
14. Attend all meetings of the Executive Board, House of Representatives, and the general membership
15. Make recommendations on matters of business or policies to be presented to the House of Representatives and/or general membership.
16. Perform additional duties as prescribed by the House of Representatives or Executive Board of Local #540.

## Harlem Federation of Teachers

### Job Description

#### Treasurer

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Elected in odd number years
2. Two Year Term

#### Duties and Responsibilities:

1. Collect the dues of members, at-large members, and any other funds
2. Make necessary disbursements subject to the approval of the Executive Board or by vote in the House of Representatives or by vote in a membership meeting
3. Pay only authorized bills against Local #540
4. Chair-person of budget committee
5. Maintain accurate financial records for all HFT accounts (excluding COPE)
6. Holder of union credit card
7. Organizes records for annual audit review
8. Help HFT Secretary with membership reports
9. Collects and organizes required financial paperwork for submission to accountant for filing of yearly taxes
10. Attend the annual President's/Secretary/Treasurer meeting for the local IFT.
11. Coordinate dues schedule with IFT and Harlem for dues deduction
12. Create and submit annual salary/stipend list to Harlem for inclusion on paychecks
13. Member of the Executive Board
14. Attend all meetings of the Executive Board, House of Representatives, and the general membership
15. Make recommendations on matters of business or policies to be presented to the House of Representatives and/or general membership.
16. Perform additional duties as prescribed by the House of Representatives or Executive Board of Local #540.

## **Harlem Federation of Teachers**

### Job Description

#### **HFSS President**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers Member  
of a classified council

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#### Terms of Position:

1. Elected in odd number years
2. Two Year Term

#### Duties and Responsibilities:

1. Official spokesperson for the HFSS Council
2. Establish committees and appoint committee members as needed.
3. Attend all School Board meetings, Insurance Committee meetings, and Sick Leave Bank Committee meetings.
4. Serve as HFSS BR to the HFT House of Representatives
5. Member of the HFSS Executive Board
6. Attend all meetings of the HFSS Executive Board, House of Representatives, and the general membership
7. Make recommendations on matters of business or policies to be presented to the House of Representatives and/or general membership.
8. Perform additional duties as prescribed by the membership or the HFSS Council's Executive Board of Local #540.

## **Harlem Federation of Teachers**

### Job Description

#### **HFSS Secretary**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers Member  
of a classified council

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#### Terms of Position:

1. Elected in odd number years
2. Two Year Term

#### Duties and Responsibilities:

1. Take care of all correspondence of the HFSS Executive Board or any other correspondence as directed by the HFSS President
2. Document the proceedings of all meetings and send a copy of the minutes to the HFT Secretary in incorporate into the his/her minutes for distribution to the general membership
3. Conduct all elections
4. Attend monthly Board of Education meetings.
5. Serve on the Sick Leave Bank Committee
6. Maintain current and accurate membership information.
7. Member of the HFSS Executive Board
8. Attend all meetings of the HFSS Executive Board, House of Representatives, and the general membership
9. Make recommendations on matters of business or policies to be presented to the House of Representatives and/or general membership.
10. Perform additional duties as prescribed by the HFSS Council Executive Board of Local #540.

## **Harlem Federation of Teachers**

### Job Description

#### **Council President**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers Member  
of a classified council

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#### Terms of Position:

1. Assistants: Elected in odd number years  
Custodians: Elected in even number years  
ParaEducators: Elected in odd number years  
Secretaries: Elected in even number years  
Transportation: Elected in even number years  
RNs: Elected in odd number years
2. Two Year Term

#### Duties and Responsibilities:

1. Member of the HFSS Executive Board
2. Attend all meetings of the HFSS Executive Board, House of Representatives, and the general membership
3. Member of Negotiations team (in a negotiations year)
4. Make recommendations on matters of business or policies to be presented to the House of Representatives and/or general membership.
5. Perform additional duties as prescribed by the House of Representatives or Executive Board of Local #540.

## **Harlem Federation of Teachers**

### Job Description

#### **Building Representative**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Elected by building
2. One Year Term

#### Duties and Responsibilities:

1. Member of the House of Representatives
2. Attend all meetings of the House of Representatives, and the general membership
3. Report in writing to his/her building on the business conducted at each meeting of the House of Representatives, with a copy sent to the Secretary within one week of that meeting.
4. Represent (Witness) for members, as requested.
5. Distribute all communications of the HFT to the membership in a timely manner.
6. Perform additional duties as prescribed by the House of Representatives or the Executive Board of Local #540.

## **Harlem Federation of Teachers**

### Job Description

#### **PAC Coordinator**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Stipend position

#### Duties and Responsibilities:

1. Chair-person of the Committee on Political Education (COPE)
2. Organize the HFT involvement in the Rockford Labor Day Parade
3. Member of Region L of the State Wide Political Action Committee (Current Chairperson)
4. Attend Region L and State Political Action Committee meetings, as required 10. Member of the Executive Board

## **Harlem Federation of Teachers**

### Job Description

#### **Webmaster**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Stipend position

#### Duties and Responsibilities:

1. Administrator of the Harlem Federation of Teachers website
2. Publish important HFT content for members to access
3. Assist with website troubleshooting, as access allows
4. Keep content up to date
5. Work with secretary to gather information to be published
6. Be an administrator on any HFT social media accounts
7. Perform additional duties as prescribed by the House of Representatives and Executive Board of Local #540.

## Harlem Federation of Teachers

### Job Description

#### Negotiation Team Member

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Certified: Elected the year prior to contract expiration  
Classified: Current HFSS Executive Board
2. Until new contract ratification

#### Duties and Responsibilities:

1. Attend ULI training on collective bargaining, if not a past negotiation team member
2. Research employer's current financial status, health care trends, general economic and political conditions
3. Research and survey the wants and needs of the HFT membership
4. Work with negotiations team to develop appropriate proposals
5. Attend all HFT team meetings
6. Attend all negotiations meetings
7. Bargain in good-faith and as outlined by current labor law
8. Follow agreed upon negotiating rules
9. Bargain on behalf of **all** HFT members
10. Perform additional duties as prescribed by the House of Representatives and Executive Board of Local #540.

## **Harlem Federation of Teachers**

### Job Description

#### **Convention Delegate**

Qualifications: Member, in good standing, of the Harlem Federation of Teachers

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#### Terms of Position:

1. Elected by general membership prior to convention

#### Duties and Responsibilities:

1. Represent the delegation of Harlem Federation of Teachers
2. Attend all convention functions
3. Act as ranking delegate, if chosen by President, when the President cannot attend
4. Report to the House of Representatives the actions taken at the convention