

EAST BRUNSWICK EDUCATION ASSOCIATION

 *Heart, Strength & Unity* 

NOTICE OF POSITION VACANCY

Position: Nominations Elections Chair
(July 1, 2021 thru June 30, 2022)

Stipend: \$250.00 per year

POSITION OVERVIEW

The Nominations Elections Committee chair shall:

- Facilitates annual EBEA Election of Officers, MCEA Representative Delegates, NEA Representative Assembly Delegates and EBEA Representative Council;
- Facilitates election processes regarding newly negotiated EBEA/EBBOE Contracts;
- Facilitates election processes for Constitution and By-law amendments proposed; and
- Represent the EBEA as part of the MCEA Nomination/Elections Committee.

POSITION REQUIREMENTS

As chairperson of the Nominations Elections Committee you will be required to:

1. Attend monthly Rep Council meetings and report out to the council important information pertaining to your committee. (meetings are one Weds per month from 4:00pm - 5:30pm).
2. Required to represent EBEA at the annual County Nominations Committee meeting held the typically the first week of February. You may be required to reach out to your committee and seek out additional EBEA members for their representation at this meeting.
3. You, and your committee, will be required to review all nominated candidates and prepare a candidate's profile to be distributed to all members.
4. You, and your committee, will be required to assist in distribution of election ballots, and information on the election process to selected building Election Delegates.
5. Report the list of candidates to the Representative Council at its March meeting.
6. Announce the elected candidates to the membership after the election process is completed.
7. Utilize an online balloting system for elections.

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8. Attend trainings sponsored by NJEA to assist you in this role of outreaching to members. (free training sessions available: NJEA Summer Leadership Conference during the first week of August, MCEA Overnight, other various NJEA/MCEA trainings)
9. Write a news article for the EBEA newsletter and additional articles as needed.
10. Work with the EBEA president throughout the school year.
11. Keep a Time Log of hours you work chairing this position.
12. Explore possible workshop topics for our members and host an EBEA workshop.
13. Attend the new member luncheon at the end of August. (typically the last week before the start of the school year)

Interested applicants should write an essay as to why they feel they would be a good quality candidate for this position. Essays are to be sent to the EBEA office (ebea575@hotmail.com) by the deadline date of May 24, 2021.