

RESPONSIBILITIES, ROLES AND PROCEDURAL POLICIES FOR APPOINTIVE BODIES

RESPONSIBILITIES OF COMMITTEES:

1. All committees shall serve an advisory role in policy and program direction.
2. All committees shall participate in an annual orientation meeting. The orientation particulars shall be approved by the Board of Directors and make certain committee objectives are in line with Delegate Assembly mandates. All committees shall develop an operational timeline in which to complete its charges and prepare an annual report to be presented to the Board of Directors prior to submission to the Delegate Assembly for its action. Committee responsibility shall not include involvement in program implementation.

COMMITTEE APPOINTMENTS PROCEDURE:

1. A notice will be sent by May 1 of each year to each member of the OEA board of directors and all local association presidents requesting names of OEA members who may wish to serve on OEA standing committees. This notice will include current committee vacancies and the current committee charges and responsibilities. These names are to be sent to the OEA President by May 31.
2. The names of members whom the President proposes to appoint to the OEA Committees will be mailed to the Board of Directors at least one week prior to the Board meeting at which the names are to be presented. The names will be identified by zone where employed, local association, education position and minority status.
3. The President will present the committee appointees at the first Board of Directors meeting following their assumption of office by July. Objections to any nominee may be communicated by any member of the Board privately to the President in advance of the Board meeting or publicly at the meeting, giving reasons for challenging

the appointment. The President may also make appointments to committees throughout their term as vacancies occur, subject to Board confirmation.

4. After confirmation, each appointee will be sent a letter with a postcard enclosed for their acceptance or refusal of the appointment.

5. The President will give consideration to demographic, ethnic, sex, and geographic balance on each committee in making appointments.

6. All appointments to standing committees will be of three years or less in duration, to be coterminous with the President. All appointees will serve at the pleasure of the President. Following the adoption of this policy, the President will appoint a member to serve on no more than one standing committee at a time. Standing Rules and Credentials committee members may not serve as a delegate at the Delegate Assembly with the exception of the Board Liaison.

7. All OEA committees shall consist of an appropriate number of members to function effectively and efficiently. Each committee shall make recommendations to the President following the final regular meeting of their term as to the appropriate number of members necessary to complete the work. Student liaisons from the SOEA Executive Board will serve based on SOEA by-laws.

OPERATING PROCEDURES FOR COMMITTEES:

I. MEETINGS

1. All regular committee meetings shall be held on the same Saturday in each month in the OEA Headquarters Building. Any exceptions must be approved by the President.

2. Committee meeting frequency shall be commensurate with completion of assigned objectives.

3. Committee chairs shall be regularly informed by the staff liaison of the committee's budget status. Committees shall not exceed their budgetary allocation without prior approval of the Board of Directors.

4. All meetings shall be scheduled so as to minimize the time required for committee members to be absent from their job responsibilities.

5. OEA Committee meetings are open to all categories of OEA membership. Participation will be at the discretion of the Chair of such meetings.

II. REPORTING RESPONSIBILITIES

1. Minutes approved by the committee chair shall be submitted to the Executive Director for printing and distribution to the President and Board of Directors.

2. Attendance of members at committee meetings shall be part of the minutes. A committee position shall be declared vacant after two absences from regularly scheduled meetings in one school year. The affected member may appeal to the Board.

3. The chairperson shall advise the committee members that should their status change prior to the expiration of their terms, the chairperson shall be so informed. The chairperson shall be responsible for informing the President as soon as possible.

III. INSURANCE

The OEA shall provide insurance coverage for all OEA committee members traveling/working on approved state Association business.

IV. VOUCHERING

In-State

A member attending an in-state function at the request of the OEA may receive the following accommodations through the OEA Executive Office:

1. **Hotel Reservations:**
Reservations made with master billing to the OEA when appropriate and available. Upon request of a member who is attending a Committee Meeting Saturday, overnight lodging may be allowed for those members who live 100 miles or more from the meeting site. Lodging shall be limited to the association's negotiated rate. Lodging shall be at double occupancy rates. If a member chooses a single occupancy then they shall be responsible for the cost difference. Any exceptions must have approval of the President.

2. **Meal Costs:**
Meal costs shall not exceed Thirty Dollars (\$30.00) per day. Any exceptions must have approval by the President. Alcoholic beverages shall not be reimbursable. Reimbursement for costs of multiple person meals will be made only upon presentation of a receipt, list of the persons included in the meal, and the purpose of the meal. Prior Presidential approval for group meals is strongly urged.

3. **Mileage:**
Automobile mileage shall be reimbursed at the maximum nontaxable amount of reimbursement allowed by the IRS.

4. **Substitute/Salary Loss**
Such expense is reimbursable when the member is absent due to Association request. An official statement/billing reflecting the substitute cost or salary loss will be required and such statement/billing shall be on file in the OEA office.

5. **General Instructions for Completion of Voucher:**
Itemized receipts for all expenditures must accompany the voucher. All information requested on the voucher must be completed in full. Vouchers must be completed within thirty (30) days of the activity. Vouchers mailed to the OEA should be marked, "Attention: President". The President shall have the authority to use discretion in the payment of vouchers filed past the thirty (30) day limit. Failure to observe the instructions will result in a delay of the processing of the claim.