

FPEA Executive Board Job Descriptions

****Typically includes a stipend. This compensation changes depending on the year and budget availability***

President

- Serves as chief officer of the Association
 - Presides over all FPEA, Executive Board, and Representative Assembly meetings
 - Appoints chairs and members of standing and special committees
 - Represents FPEA at:
 - Summit UniServ Council
 - Washington Education Association (WEA) Representative Assembly
 - National Education Association (NEA) Representative Assembly
 - Calls for special meetings as needed
 - Submits list of delegates to WEA as requested
 - Maintains updated records of Executive Board, Representative Assembly, and committee appointments
 - Performs all other customary executive functions
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Vice President

- Assumes duties of the President when absent
 - Becomes President in the event of a vacancy
 - Serves as delegate to:
 - Summit UniServ Council
 - WEA Representative Assembly
 - May lead or support the Bargaining Support Committee
 - Assist the president with WEA-PAC Chapter meetings
 - Assist the president with WEA-PAC member engagement and growth
 - Chair the Member engagement committee if no other executive board member is chair.
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Recording Secretary

- Records and maintains minutes of:
 - Association meetings
 - Executive Board meetings
 - Representative Assembly meetings
 - Keeps and updates copies of:
 - FPEA Bylaws
 - Collective Bargaining Agreement and amendments
 - Provides access to records and documents as needed
 - Participates in the Data and Communications Committee
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Treasurer

- Manages disbursement of funds in line with the approved budget
- Chairs the initial development of the annual budget
- Ensures compliance with state and federal tax filings

- Presents books for review by the Budget & Finance Committee
 - Serves as liaison to anyone handling FPEA finances
 - Participates in the Budget & Finance Committee
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Immediate Past President (1-year term)

- Provides continuity and institutional knowledge
 - Supports leadership transition and development
 - Advises current officers as needed
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UniServ Representatives*

(All serve on the Executive Board, WEA RA delegation, and Summit UniServ Council)

General Responsibilities:

- Advocate for the needs of their representative group
- Participate on at least one FPEA committee
- Represent and create space for minoritized groups in decision-making
- Serve as a delegate to WEA Representative Assembly

Classroom Teacher UniServ Representative

- Represents classroom teachers at all grade levels
- Voices and advocates for their needs and concerns

Non-Classroom Teacher UniServ Representative

- Represents non-classroom educators (e.g., librarians, specialists)
- Advocates for the needs specific to these roles

Special Education Teacher UniServ Representative

- Represents special education teachers
- Advocates for workload, resource, and instructional concerns

Educator of Color UniServ Representative

- Represents educators of color across all roles
- Advocates for equity and inclusion
- Participates in or leads the Staff of Color Committee

ESA (Education Staff Associate) UniServ Representative

- Represents ESAs such as counselors, nurses, and psychologists
- Advocates for their professional and contractual interests

****WEA Representative Assembly attendance includes release time, per diem for 2 meals per day, hotel stay, & travel. Job related expense and mileage can be reimbursed.**

FPEA Representative Assembly Duties

- Serve as a liaison between the FPEA Executive Board and building-level members
- Communicate important updates from the Representative Assembly to members in their building or program
- Bring questions, concerns, and feedback from members to the Representative Assembly
- Attend monthly Representative Assembly meetings (or more frequently if called)
- Vote on Association matters including budget approval, policy decisions, and committee reports
- Support member engagement efforts within the building
- Encourage and assist with membership growth through outreach and one-on-one conversations
- Promote participation in union events and actions (e.g., rallies, meetings, votes)
- Assist in organizing contract-related information, surveys, and mobilizations
- Help maintain accurate membership lists for their site
- Serve a 1-year term with no term limit
- Represent all members at the site fairly and equitably

FPEA Standing Rep Assembly Committees

Collective Bargaining Committee*

- Composed of appointed members and the President
- Represents members in employment conditions and labor relations
- Negotiates wages, hours, and terms of employment
- Has authority to accept, reject, or veto actions on behalf of the Association
- Maintains contract language in non-bargaining years

Bargaining Support Committee*

- Composed of self-selected members and the Vice President or appointee
- Supports the Bargaining Team by:
 - Arranging food and care during active negotiations
 - Planning and recruiting members for collective actions
 - Follows up on campaign success through tracking documents
 - Communicating the strike/work stoppage plan
- Absorbed into the Member Engagement Committee during non-bargaining years

Nominations and Elections Committee

- Composed of:
 - The President
 - Self-selected members
 - At least one Executive Board member not up for election (during a presidential election year)
- Oversee candidate filing and election procedures
- Follows WEA election guidelines and FPEA bylaws in Article VIII

Budget & Finance Committee

- Composed of appointed Representative Assembly members, the President, and the Treasurer
- Meets at least twice annually
- Balances and prepares the preliminary and final annual budgets
- Presents proposed budgets to Executive Board and Representative Assembly for approval

Data and Communications Committee

- Composed of the Recording Secretary and self-selected members
- Manages:
 - Leadership, Representative Assembly, and membership lists
 - Access to organizational records and files
 - Calendar of FPEA events and business

Member Engagement Committee

- Composed of self-selected members and at least one Executive Board member
- Organizes and promotes regular social events
- Builds solidarity and community within the membership
- Recruits and supports new members
- Trains RA members to have effective one-on-one conversations with colleagues

Staff of Color Committee

- Composed of self-selected members and the Educator of Color UniServ Representative
- Supports retention and engagement of educators of color
- Encourages active participation in Association activities by educators of color