

**Job Descriptions**  
**EXECUTIVE BOARD**

*(Also see individual Executive Board Member Job Description)*

The Executive Board shall (1) conduct the business of the association; (2) shall be the interim policy-making body; and (3) shall interpret the policy of the DSEA Representative Assembly.

In addition to responsibilities outlined in the DSEA Bylaws the Board shall:

1. serve as the Executive Board of the Advocacy Fund
  - a. approve state Legislative Committee budget
  - b. approve recommendations of state-wide candidates
  - c. participate in Advocacy Fundraising activity;
2. participate in the development and adoption of the DSEA Legislative Program;
3. monitor and make appropriate adjustments to the DSEA Legislative Program;
4. review the DSEA positions on legislation which is introduced into the General Assembly;
5. review any budget line, allocation, or disbursement which may potentially exceed or has exceeded the budgeted amount by more than 10%. The Board **shall take appropriate action which may include budget adjustment, overage approval or it may prohibit future expenditures, as necessary;**
6. approve Special Services endorsements and contracts related to those endorsements;
7. approve Executive Director/Professional Staff contracts.

Revised 5/99, 8/01

**Job Descriptions**  
**INDIVIDUAL EXECUTIVE BOARD MEMBER**

- I. Serve as liaison between the DSEA and local associations to:
  - \* foster the implementation of key DSEA Association programs, including membership and Legislative/Political Action
  - \* present and represent Executive Board actions
  - \* convey concerns from locals to Executive Board
  
- II. Attend all meetings
  - \* regular and special Executive Board meetings
  - \* all RA's as a Board delegate
  - \* Board training sessions
  - \* Legislative Program Adoption
  - \* other Association functions as assigned by President
  
- III. Serve as the DSEA Representative in legislative and/or political activities, such as:
  - \* lobbying for the DSEA legislative priorities
  - \* participating in the DSEA endorsed campaigns
  - \* participating in and encouraging others to contribute to the NEA/DSEA Fund for Children and Public Education
  
- IV. Serve in other official capacities as appointed by the President, such as:
  - \* DSEA operational and programmatic work groups
  - \* Department of Education (and other outside organizations)
  - \* NEA assignments
  - \* others as need arises

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