

Duties of Executive Board Positions Open for Nomination in 2024

Excerpts from the RPEA Bylaws – Amended and Restated August 2023

ARTICLE V: EXECUTIVE BOARD OFFICERS and OTHER RPEA REPRESENTATIVES

Section 5. Duties of the President

The President shall:

- a. Manage the day-to-day business of RPEA.
- b. Be available on-site in the RPEA office during regular work hours, as needed.
- c. Preside at Executive Board meetings with a vote.
- d. Appoint the chairs of all ad hoc committees by nomination and a majority vote of the Executive Board.
- e. Serve as an ex-officio member of all committees, except the Nominations Committee.
- f. Develop a draft agenda for Executive Board meetings, in conjunction with the Secretary.
- g. Have the authority to co-sign checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of RPEA.
- h. Sign, with the Secretary or any other officer of RPEA, contracts or other instruments which the Executive Board has authorized to be executed, except in cases where the signing and execution is expressly delegated by the Executive Board or by these Bylaws or by statute to some other officer of RPEA.
- i. Serve as the RPEA representative, or designate a regular member to serve, on the APEA/AFT Board of Directors and serve as delegate to the national AFT Convention.
- j. Coordinate with the Executive Vice President and staff to oversee the RPEA website, communication lists, member communications, newsletters, and databases.
- k. Serve as official spokesperson for RPEA or designate another Executive Board officer to serve as an official spokesperson.
- l. Inform Executive Board members of RPEA correspondence and report on meetings attended on behalf of RPEA.
- m. With the assistance of the Executive Vice President, be responsible for hiring and supervision of office staff and office volunteers.

Section 7. Duties of the Secretary

The Secretary shall:

- a. Attend Executive Board meetings with a vote.
- b. Develop a draft agenda for Executive Board meetings, in conjunction with the President.
- c. Understand the organization's records and related materials.
- d. Assist in drafting and ensure the recording of minutes of Executive Board meetings.
- e. Ensure the timely distribution of copies of both the draft minutes and approved Executive Board minutes to board members.
- f. Notify the President of any unfinished business.
- g. Have the authority to co-sign checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of RPEA.
- h. Annually confirm the records of the organization are up to date with the Alaska Department of Commerce and Economic Development and the APEA/AFT.

Section 9. Duties of the Director of Health Benefits

The Director of Health Benefits shall:

- a. Attend Executive Board meetings with a vote.
- b. Oversee the Health Benefits Committee and monitor the activities of the Retiree Health Plan Advisory Board (RHPAB).
- c. Report on the activities of the Health Benefits Committee to the Executive Board.
- d. Ensure that information is provided to the Executive Board on health benefits and medical issues affecting retirees.
- e. Recruit and appoint Health Benefits Committee members.

Section 10. Duties of the Director of Membership

The Director of Membership shall:

- a. Attend Executive Board meetings with a vote.
- b. Oversee the Membership Committee.
- c. Develop and maintain a plan for recruitment of new members, retention of existing members, and re-engagement of former members.
- d. Track membership numbers and report quarterly to the Executive Board.
- e. Report on the activities of the Membership Committee to the Executive Board.
- f. Recruit and appoint Membership Committee members.

Section 4. Regional Executive Board Officers

- a. There shall be three (3) regional Vice-Presidents:
 1. Vice-President, Northern Region
 2. Vice-President, Southcentral Region
 3. Vice-President, Southeast Region
- b. Regional Vice-Presidents may be, but are not required to be, Chapter Chairs in their respective regions. The Regional Vice-Presidents shall be nominated and elected by the members of their regions.
- c. Regional Vice-Presidents shall:
 1. Attend Executive Board meetings, each with a vote. If unavailable for a board meeting, a Regional Vice-President may designate another member from their region to attend with a vote.
 2. Serve, and/or designate a member from their region to serve, on each of the RPEA standing committees.

ARTICLE VII: EXECUTIVE BOARD

Section 4. Duties of Executive Board Members

Executive Board members shall have the following duties:

- a. Duty of Care: Each board member has a responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.
- b. Duty of Loyalty: Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity.
- c. Duty of Obedience: Executive Board members bear the responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.