

UALE Executive Board Job Descriptions (subject to evolve)

President

- Regular email and phone contact with officers, meets monthly with E-Board via conference call, attends one (in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending), works closely with Membership Committee on recruiting new individual and organizational members.

Treasurer

- Manages UALE funds, regular email and phone contact with officers, meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

Secretary

- Keeps and distributes minutes, regular email and phone contact with officers, meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

Higher Ed Vice President

- Works with the conference committees and Higher Ed Rep to oversee the planning of the annual UALE conference, regular email and phone contact with officers, meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

Union Vice President

- meets monthly with E-Board via conference call, regular email and phone contact with officers, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending), works closely with organized labor to engage them with UALE as a resource for labor educators.

Midwest Representative

- Regional contact for all things UALE, helps to coordinate an annual gathering of UALE members, assists with women's summer school coordination, meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

Northeast Representative

- Regional contact for all things UALE, helps to coordinate an annual gathering of UALE members, assists with women's summer school coordination, meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

Western Representative

- Regional contact for all things UALE, helps to coordinate an annual gathering of UALE members, assists with women's summer school coordination, meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

Southern Representative

- Regional contact for all things UALE, helps to coordinate an annual gathering of UALE members, assists with women's summer school coordination, meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

Higher Ed Representative

- meets monthly with E-Board via conference call, works closely with VP-Higher Ed on planning the UALE Bi-Annual Conference, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

Union Representative

- meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending), works with VP-Unions as a liaison to organized labor.

Community Representative

- meets monthly with E-Board via conference call, works as a liaison with community organizations engaged in labor education, assists with recruitment of community organizations to be represented at the UALE Bi-Annual conference, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

At-Large (2 positions)

- meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

At-Large (Canadian)

- meets monthly with E-Board via conference call, attends one in person E-Board meeting annually, traditionally in Washington, DC (pandemic pending)

The term of office for all officers and members of the Executive Board of the Association shall be one (1) year. The term of office will start immediately after the 2022 Virtual Annual Meeting.

For more information on the expectations, please see the UALE Constitution and Bylaws: <https://uale.org/about/constitution/>