

**Officer Descriptions from
CONSTITUTION
SAN JOSE STATE UNIVERSITY CHAPTER
CALIFORNIA FACULTY ASSOCIATION**

Duties of Officers:

A. President. The President shall carry out the policies of the Chapter, exercises general supervision over the activities of the Chapter, preside at meetings of the Chapter and Executive Committee, and serve as spokes-person of the Chapter. The President shall serve as an ex officio member of all Chapter councils and committees. The President shall serve as a representative to the Delegate Assembly and shall certify the other elected Chapter representatives to the Delegate Assembly.

B. Vice-President. The duties of the Vice-President shall include serving as chair of the Membership Committee, assuming the duties of President at the request of or in the absence of the president, and additional duties as assigned by the president. The Vice President shall automatically succeed to the office of President for the balance of the unexpired term when the position of President is vacated.

C. Lecturer Representative. The duties of the Lecturer Representative are: to assist the lecturers on the SJSU campus in accessing the full range of union support to which they are entitled; to provide ongoing information to lecturers on academic matters that concern them both specifically and as part of the larger academic community; and to represent lecturers and their specific concerns before the general union membership, the administration, and the community that SJSU serves.

D. Chapter Representatives to the Council for Racial and Social Justice. The Council for Racial and Social Justice Representative shall serve as an advocate for, and help build activism among, members of groups defined by California law as protected, including: racial, ethnic and religious minorities; persons who are gay, lesbian, bisexual, or transgendered; women; and persons with disabilities. The Council for Racial and Social Justice Representative shall serve as a member of the Executive Board and act as the chapter's representative on the statewide CFA Council for Racial and Social Justice.

E. Secretary. The Secretary shall keep the roll of Chapter members, keep a record of all proceedings and correspondence of the Chapter and Executive Committee, and send such notices as may be required.

F. Treasurer. The Treasurer shall expend organizational funds only upon the approval of the Executive Committee and as determined by Chapter policy. The Treasurer is also responsible for the receipt and disbursement of funds. The Treasurer shall also keep an accurate record of all monies received and of all disbursements, prepare an annual report of finances, prepare and submit for approval an annual budget, and present a statement of Chapter finances at each Chapter meeting, at least once a semester, and whenever requested to do so at Executive Committee meetings. The Chapter checking account shall be in the names of the President and the Treasurer and shall be turned over to the new occupants of those offices at the time that they assume their positions.

G. At-Large Assembly Delegate: No duties specified (other than attend CFA Assembly).