

Standing Committees of the APEA

The **Political Education Committee** shall be the political arm of the Association. It shall have concern for local, state and national legislation, issues and candidates affecting education, teachers and children. The committee shall be responsible for keeping the membership informed about such legislation, issues and candidates. The committee shall also encourage individuals to exercise their political rights and responsibilities. It shall also be responsible for outlining and implementing a plan for political action for issues and candidates, observing the following guidelines:

When the Executive Board refers a proposal to the Political Education Committee, it shall charge the Committee with the responsibility of obtaining information on the issues or candidate and making a recommendation on a plan of action. This recommendation, including the education of the membership, shall be presented to the Representative Council.

Public Relations Committee

The Public Relations Committee shall have the responsibility for:

1. Maintaining a positive image with the area press;
2. working cooperatively with community groups;
3. conducting fundraising activities for the APEA Scholarship Fund;
4. planning social events for the membership, including a welcome back event in the fall, the Friend of Education Award, National Education Week and a retirement reception in the spring.

Communications Committee (working closely with PR Committee)

The APEA Communications Committee shall maintain a website to inform the membership of Association meetings, events, activities of individual members, and professional and political concerns. The Chair shall be appointed by the President of the Association.

Negotiations Committee

The Negotiations Committee shall:

be comprised of the Chairs of Units A, B, C, the Vice-President and/or President and other members as appointed by the President. research information on hours, wages, working conditions, professional standards, and other information relevant to the various occupations represented by the different units of the Association; survey APEA members to obtain demographic information and to determine opinions on various issues related to the collective bargaining process; shall conduct its business during that period when contracts are not being negotiated. The Chair of the Negotiations Committee shall be appointed by the President of the Association.

Contract Action Team: working closely with Negotiations Committee, will communicate to and educate the APEA membership on negotiation issues.

Election Committee

Each year the President shall appoint an Elections Committee one month prior to the APEA Annual Meeting or the date of mail-in ballot elections. This committee shall have representation

from elementary and secondary staff. This committee shall establish procedures for the election of the APEA President, Vice-President, Treasurer, Secretary and the Chairs of Units A, B and C. The Election Committee shall be responsible for notifying all APEA members of the upcoming elections and for soliciting nominations for each office. The Committee shall also be responsible for counting ballots and notifying the President of the results of elections. The Elections Committee shall make recommendations to the APEA Executive Board relative to election policies and amendments to the APEA Constitution and Bylaws. No candidate for elected office may be a member of the Elections Committee, except for the Vice President, who will serve as an ex-officio, non-voting member.

Ethnic Minority Affairs Committee

The APEA Ethnic Minority Affairs Committee (EMAC) shall be a standing committee of the Amherst Pelham Education Association. The APEA EMAC shall be composed of APEA members from all APEA bargaining units who identify themselves as ethnic minority members as defined by NEA. The APEA EMAC will communicate the concerns of ethnic minority members to the APEA Ethnic Minority Chair, APEA President, APEA Executive Board, and APEA Representative Council. The APEA EMAC shall design an Annual Minority Involvement Plan to increase minority involvement in the APEA. The Annual Minority Involvement Plan shall be presented to the APEA Executive Board and the APEA Representative Council no later than the second APEA Representative Council meeting of the school year. The APEA EMAC will assist the APEA Vice President with the election process of the APEA Ethnic Minority Chair under the APEA election guidelines.

Finance Committee

The Finance Committee shall:

Concern itself with all aspects of the financial procedures and policies of the Association;
Assist the Treasurer with the preparation of the annual budget; Examine the financial records of the Association each year and report to the Executive Board; Together with the President, before the end of the fiscal year, appoint a professional auditor to audit the books. The fiscal year shall be the same as the membership year, July 1 to June 30. The Treasurer of the Association shall be the Chair of the Finance Committee.

Health and Safety Committee

Communicates around workplace safety concerns of members.