**BTA NOMINATION BALLOT and ELECTION NOTICE**

The terms for the following positions are up this year. Nominations for these positions may be made and forwarded via PONY to **Patricia Compton** **c/o** **Marty Sommer at Career Services** or by e-mail at [PComptonBTA@gmail.com](mailto:PComptonBTA@gmail.com) or by phone at 914-441-2980. If you nominate someone, please verify his or her availability and acceptance. **Nominations must be received by Thursday April 10, 2014.**

**Nominate members here. (You are not limited to the number of lines printed):**

**Grievance Chair**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recording Secretary**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treasurer**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Adult Learning Center Reps**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NYSUT Representative Assembly Delegates (3 Delegates and 4 Alternates needed: the President is an automatic Delegate)**

**Nominees**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ELECTIONS**

**ELECTION VOTING IS IN PERSON.**

**VOTING WILL BE HELD ON THE FOLLOWING DATES AND TIMES.**

**YOU MAY VOTE AT EITHER LOCATION.**

**Wednesday, May 14th, 2014 Rye Lake Campus**

**3:30-5:00 P.M. Large Conference Room**

**Thursday May 15th, 2014 Career Services**

**3:00-4:30 P.M. Building D Conference Room**

**Brief Descriptions of each open position:**

**Grievance Chair**

The Grievance Chair shall chair the Grievance Committee which shall consist of at least 3members of the Association including the Grievance Chair with the approval of the Executive Board. The Grievance Committee shall meet at least three times a year to review issues, policies, and procedures. The Grievance Committee shall assist the grievant through all stages of the grievance procedure as outlined in their respective Contracts. The Grievance Committee will have responsibility for all formal grievances processed by the association.

**Duties of the Recording Secretary**

The Recording Secretary shall serve on the Executive Board and theRepresentative Council.

The Recording Secretary shall keep minutes for the Executive Board, the Representative Council, and the general meetings for permanent records and shall read those minutes at the next Executive Board andRepresentative Council meetings.

**Duties of the Treasurer**

The Treasurer shall serve on the Executive Board and the **Representative Council**.

The Treasurer shall receive all monies due the Association and shall deposit such monies in banks designated by the Executive Board. The Treasurer shall pay all bills incurred by the Association and authorized by the Executive Boardprior to payment.

The Treasurer shall maintain a savings andchecking account, which shall require the signatures of two of the

following three officers for the withdrawal of monies: the Treasurer***,*** the President,and/or the

Executive Vice President.

The Treasurer shall give a financial report at each meeting. An itemized list of disbursements and receipts shall

be available for inspection by the membership. The Treasurer shall make available all financial records for

auditing purposes and prepare all required state and federal forms.

**Duties of Area Representatives**

The Area Representatives shall serve on the Representative Council.

The Area Representatives shall keep their members informed of Association activities and developments, call and conduct meetings in their respective areas when necessary.

The Area Representatives shall notify the Sunshine Committee designeeabout any member who is in the

hospital or has suffered death in his/her immediate family or is planning retirement, so that the appropriate

acknowledgements may be made.

The Area Representatives shall assist with initial preparation of grievances and submit such to the Grievance

Committee.

**N.Y.S.U.T. Delegate*s* and Alternate*s***

The N.Y.S.U.T. delegate*s* shall represent the Association at the annual N.Y.S.U.T. Representative Assembly

and attend other meetings as deemed appropriate.The N.Y.S.U.T. alternate*s* shall assume all duties of the

delegate in the delegate’s absence.