

Area	TOPIC	PROF STAFF	ASSOC STAFF
General	Receptionist Responsibilities	All Directors	KRW
Finance	Annual Audit	All Directors	KRW/KS
Budget	Accounts Payables	PG	KRW
	Accounts Receivables	PG	KRW
	Financial Statements	PG	KRW
	MasterCards/Statements	PG	KRW
	Office Supplies – inventory/ordering	PG	KRW
	Technology/Equipment – Computers, Copiers, Telephone	JW	KS
Building Corporation	Building Corporation Committee	JW	KS
	General Building/Facilities (pest control, janitorial, etc.)	JW	KS
	Recommendations for Insurance	JW	KS
	Security System/Safety Issues	JW	KS
Individual Directors	Arbitration/Legal Document Preparation	All Directors	KRW/KS
	BGTA	All Directors	N/A
	Local Contracts/Files	All Directors	KS
	Costing, Comparables, Grievance/Arbitration Files & Database	All Directors	KS
Information Sharing/Systems	Conference Room Scheduling & Calendar	JW	KS
	Document Retention	PG	KS
	Network Administration	JW	KS
	Newsletter Publication	JW	KS
Membership	Dues Payments, Statements & Adjustments	PG	KRW
	iMIDAS/Enrollment Forms & Membership Updates	PG	KRW
	Local Treasurer Workshop	PG	KRW
	Member Dinner	PG	KRW
	New Teacher Prep	PG	KRW/KS
	New Year Materials	PG	KRW/KS
PAC/Legislative Initiatives	Legislative Committee	PG	KS
	Political Action Committee	PG	KS
	Election Plans - Phone Banks, Referendums	PG	KS
	GAB Filings, PAC Rebates	PG	KS
Program	Catering, Food/Beverage Supplies	JW	KRW
	Conferences & Workshops - General	JW	KRW
	NEA-MWRLC, ESP, RA; WEAC-Summer Acad, Winter Conf, RA	JW	KRW
	Public Relations - General, AEW, NTD, RAA	JW	KRW
	Negotiators meetings	PG	KS
	Presidents meetings	PG	KS
	Research (Assessments, Surveys, etc.)	All Directors	KS
	Retired Affiliate	JW	KS
	Training and Support	PG	KRW/KS
UniServ Governance	Council – Meeting materials/Prep for meetings (not food)	JW	KS
	Executive Committee	PG	KS
	Credentials and Elections Committee	PG	KS
	Budget and Finance Committee	PG	KRW
	Constitution and Bylaws Committee	PG	KRW
	Instructional and Professional Development Committee	PG & JW	KRW
	Policies/Procedures/Personnel Committee	PG	KRW
	Strong Affiliates Committee	JW	KRW
	WU RA	PG	KRW/KS