

EEA Committee Descriptions

Building Representatives: Building reps gather questions and concerns from members to be discussed first with building administrators and then with EEA officers if necessary. A monthly meeting with building reps, committee chairs, and officers is held monthly for communication between the buildings and administration. Building reps may be asked to accompany members in meetings with administration, and they share information from the monthly meetings with their building members. The EEA should have approximately one building rep per fifteen certified employees in a building.

By-Laws Committee: This committee's charge is to adopt or amend their bylaws in conformance with the IEA-NEA bylaws and the NEA Constitution and Bylaws and to meet the needs of a modern organization. They meet as needed.

Calendar Committee: This committee meets with administration to plan the calendar for the upcoming school year. They generally meet once or twice in November/December.

Communications Committee: This committee is responsible for maintaining a website for members to access documents and communication updates. A representative from this committee attends monthly building rep meetings to obtain information to be shared with the membership. The full committee meets as needed.

Cultural Sensitivity & Diversity Committee: This committee promotes diversity in the workplace and helps to develop culturally responsive teaching practices that prepare students to live and work in a diverse and changing world. The committee is comprised of representatives from various areas of the school district to ensure that different points of view are represented. The committee meets virtually twice per year.

District Awards Committee: This committee assists administration with the "Good Apple" and "Those Who Excel" awards. They meet once late fall and once early spring.

Elections Committee: This committee distributes and counts nomination forms and ballots for the delegate elections to the IEA and NEA Representative Assemblies and the EEA Officer Elections. This committee also handles TA and MOU voting. They may not meet formally but members will assist the elections chair by holding elections in their respective buildings three times per year.

Financial Committee: This committee meets once a year (in September, before the monthly building rep meeting) to conduct an audit of the Treasurer and give input on the EEA budget.

Handbook Committee: This committee works with administration to develop the student handbook. They meet once or twice in the spring.

Legislative Committee: The main focus of this committee is to interview potential candidates for any elections. Organization of any possible referendum support may also be a part of this committee. They generally meet once during second semester in years when school board candidates are elected.

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Membership Committee: The EEA Vice President chairs this committee. This committee works with the VP on new member recruitment and maintaining accurate rosters. They meet once right before school starts to welcome new hires, then individuals may meet with mid-year hires in their buildings individually as needed.

Policy Committee: This committee is to prepare for negotiations by representing contractual issues and concerns of all members. Each building should have one representative per 15 members. The committee generally meets biweekly or monthly as needed during negotiation years, leading up to bargaining. The negotiations team is chosen from the policy committee.

Public Relations: The purpose of this committee is to promote better relations and greater understandings of our educational system and its place in the community. It shall assist in creating a better knowledge of the needs of the teaching profession on the part of the general public. The committee meets quarterly.

Read Across America Committee: The main responsibility of this committee is to organize the activities for the Read Across America event. They meet in January to plan an event the first week of March.

Scholarship Committee: The main focus of this committee is to raise money for the EEA Scholarship, which is given annually to graduating high school seniors who will be attending college to enter the education field. This committee will also be asked to help in the process of reviewing the candidates' applications for this scholarship.

Social Committee: The responsibilities of this committee are to organize the Teacher Appreciation Dinner for EEA members, Administration, and Board members. They meet as needed in the spring.

Special Education Advisory Committee: This committee surveys members, fields questions and concerns from teachers related to special ed issues, and provides the EEA Special Education Contract Committee with these issues and concerns. They meet as needed, usually quarterly.

Wellness Program Committee: This committee is to meet with the administration to help develop wellness programs and initiatives for our members. They meet as a group in November with smaller groups meeting as needed.

Grievance Committee: The purpose of the committee is to work with the copresidents to file grievances on behalf of members. They meet as needed.

Insurance Committee: This committee, in conjunction with District 7 administration, examines the insurance coverage provided to District employees. Membership on this committee is by appointment.

Sick Leave Bank Committee: Membership on this committee is through appointment only and is regulated by the contract.

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The following are Strike Committees

Crisis Management Committee: This is a central committee that will meet often to assist and support all other committees. This group is led by the copresidents.

- Research financial/insurance support options for members.
- Meet with our UniServ Director and IEA often for support and assistance.
- Manage all expenses related to negotiations and strike. Coordinate with EEA Treasurer to construct budget and help document expenses.

Public Relations Committee

- One person will be External Communication Captain and one will be Internal Communication Captain. Both members will communicate often to the Crisis Management Committee to ensure appropriate information is being shared.
- Handle public relations with the local news media, including planning a news event, press releases, a letter writing campaign, social media campaigns, etc.
- Request money from other locals, unions, and the public to help support funds.

Community Relations Committee

- Lead a letter writing campaign for prominent local citizens.
- Create newsletters and leaflets that can be distributed at picket lines and to the public.
- Contact PTOs and various local organizations asking for support and donations.
- Create a list of active and supportive community leaders and coordinate with them often. Invite them to various events.
- Recruit local retired teachers to help with various events and committee activities.
- Plan a rally in a public location and craft a message to engage the public.
- Inquire about donations from various local businesses.
- Prepare informational letters for School Board Members.

Headquarters Committee

- Make sure all members are assigned duties.
- Find a location for a headquarters and check-in site in the event of a strike.
- Reserve a location for General Membership meetings.
- Manage sign-in sheets, head counts, ballots, and workers to distribute, collect, and count results at each General Membership meeting.
- Keep members updated with current information and useful advice.
- Contact local restaurants/coffee shops that may be willing to donate food and drinks.
- One person will be Food Captain and will coordinate a delivery system to get food and drinks to picket lines when possible.

Picket Coordination Committee

- Create a schedule to enable all members to participate in picket lines.
- Create signs to inform the public.
- Identify nearby public spaces with accessible restrooms and restaurants/coffee shops that members could access during picketing.
- Organize sign-in sheets for each picket location.

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- One person will be Picket Captain and will obtain copies of picketing laws and ordinances for each District 7 township. The Picket Captain will communicate with police and decide specific locations near each District 7 building.