WEA UniServ Council Director to the WEA Board

It shall be the duty of the WEA Board to carry out the program and policies of the Representative Assembly and to exercise the general authority of the Representative Assembly between its annual meetings.

The WEA Board Directors (approximately 85 members) meet at WEA Headquarters in Federal Way as well as several planned virtual Zoom meetings. The WEA Board of Directors are involved in critical decisions about Association policy related to public education and they help administer decisions made by delegates of the WEA Representative Assembly (the WEA’s highest decision-making body). Typically the WEA Board meetings are held on a Friday night and Saturday in these months (schedule is subject to change): September, November, January, March, April (or when the WEA RA occurs), June and a summer retreat (end of July or first part of August).

This position is for a two-year term (July 2024-July 2026).

(Excerpt –WEA Policy Manual)

C. BOARD OF DIRECTORS

1. Group Responsibilities
   a. Exercise the general authority of the Representative Assembly between meetings of the Representative Assemblies.
   b. Oversee the implementation of policies and programs adopted by the Representative Assembly.
   c. Intentionally promote and explain board recommendations, positions, and actions.

2. Affiliations
   a. Approve or disapprove local affiliation applications and charters.
   b. Revoke affiliations and charters.
   c. Place affiliates on probation.
   d. Approve changes in local affiliation status.
   e. Authorize state or area-wide organization associate status.
   f. Review affiliate status reports when appropriate.

3. Appointed Groups
   Receive reports of WEA appointed groups.

4. Constitution/Bylaws/Rules/Adopted Procedures
   a. Interpret the WEA Constitution and Bylaws.
   b. Prepare rules and rule amendments for the Representative Assembly.

5. Programs
   Approve program-governing documents and policies.

6. Executive Committee
   a. Elect a minimum of six (6) Executive Committee members from among WEA Board members.
   b. Approve Executive Committee actions when appropriate.

7. Finances
   Approve the final budget, health insurance, and budget revisions of WEA.

8. Membership
   The Hearings and Appeals Board shall be charged with the responsibility for:
   a. Censuring, suspending, or expelling WEA members for cause after due notice and hearing.
   b. Reinstating any suspended or expelled WEA member following a hearing.
   Members may appeal the ruling of the Hearings and Appeals Board to the WEA Board.

9. Staff
   a. Employ the executive director and, upon the recommendation of the executive director, employ other regular professional staff engaged for compensation as defined in the Bylaws.
b. Provide direction for the executive director.

c. Employ the chief financial officer.

d. Approve conditions of employment.

e. Adopt an affirmative action policy.

f. Approve all management staff contracts (See Section II, B.4.).

g. Direct the secretary to the president and governance to maintain the most current approved governance documents and archival documents.

10. Individual Responsibilities

a. Serve as the officers of the Representative Assembly.

b. Represent the viewpoint of the members at UniServ Council and/or program while at the same time considering the best interest of the entire WEA.

c. Reach out to locals in the UniServ Council and make periodic contacts with local leaders to offer assistance regarding problems and to solicit reactions from members.

d. Assist locals in membership drives, if requested.

e. Know, support, and promote WEA policy and be able to communicate to members and local leaders the background leading up to policy decisions as well as the interpretation of policy.

f. Present WEA Board decisions and positions honestly and objectively including major points of view from Board discussion, supportive information, answering questions, and getting further information, if needed.

g. Develop a leadership relationship with the locals including mentoring future leaders and promoting leadership by encouraging members to participate in the opportunities for involvement in training provided by WEA and NEA.

h. Contact WEA headquarters for help and/or suggestions when appropriate.

i. Promote Student WEA and encourage student members to become involved in meetings within the UniServ Council.

j. Schedule, organize, and conduct WEA mock assemblies prior to the Representative Assembly.

k. Attend WEA Board Meetings.

l. Serve on committees as appointed.

m. Make regular reports to UniServ Councils.

n. At-large Board Directors consider the best interests of the entire WEA while keeping the Board apprised of the viewpoints and issues that directly affect their at-large group.

o. Participate in UniServ Council Governance meetings and present WEA positions and actions.

11. Board Norms (A-BD-9/12)

1. Make decisions that reflect the core values, mission, and goals of WEA.

2. Take personal responsibility for Board Norms.
   • Conflict between Board members should be resolved Board member to Board member
   • Violations of Board norms should be first addressed Board member to Board member

3. Assume positive intent.
   • Be honest.
   • Maintain sense of humor.

4. Be respectful and attentive, regardless of personal feelings about issues/topics.
   • Respect others’ viewpoints, positions and different styles.
   • Listen with an open mind.
   • Use inclusive language.

5. Be prepared.
   • Attend meetings.
   • Arrive on time and stay until adjourned.
   • Read materials in advance, when available.
   • Be an active participant.

6. Represent your members honestly and with integrity.
   • Speak to issues and not personalities.
   • When making decisions, voice your members’ opinions while acting in the best interests of the WEA as a whole.

7. Share your objections with the Board’s decision-making process or final decisions verbally with the entire Board.
   • Limit sidebar discussions.
   • Clarify/ask questions.
   • State views for all to hear during discussions.
8. Maintain executive session confidentiality.
   - See Code of Ethical Conduct for more information (See WEA Policy Manual).

9. Take responsibility for Board decisions and their impact on WEA and its members.
   - Affirm and promote the decisions of the Board.
   - Communicate the actions of the Board with members back home.

12. **Board terms**, including limitations, are defined in the WEA Constitution and Bylaws.

13. **Highlights of WEA Board meeting actions** shall be posted appropriately on the WEA Web page (NBI 93-29, A-BD-3/00)

14. **Board Job Descriptions**
   a. Attend Board, Council, and Representative Assembly meetings.
   b. Exercise the authority of the Representative Assembly.
   c. Proactively represent and promote WEA mission and goals to the community and members.

15. That positions taken by the WEA board on issues to be voted on at the NEA RA be considered as recommendations and advisory, and not binding instructions for state delegates. (NBI 80-3)

16. The WEA Board shall take a vote count on all amendments to the Constitution and Bylaws that will be published along with the proposed amendments. (NBI 81-1)

17. That the minutes of the WEA Board shall include a roll call vote on all motions that are not procedural or on votes taken in executive session. (NBI 93-12)

**WEA Board Director Agreements/Norms**

*Adopted by the WEA Board of Directors on 9/2021*

1. Make decisions that reflect the core values, mission, and goals of WEA.

2. Be prepared.
   a. Attend meetings.
   b. Read materials in advance, to the extent possible, when available.
   c. Be an active participant.

3. Engage in healthy discourse
   a. Follow meeting agreements/norms.
   b. Clarify/ask questions.
   c. Speak to issues and not personalities.
   d. Lean into discomfort and work at becoming comfortable being uncomfortable.
   e. Work to reach consensus and expect that there will not always be closure.
   f. When making decisions, voice your members’ opinions while acting in the best interests of WEA as a whole.
   g. State your views for all to hear during discussion and debate.


5. Take responsibility for Board decisions and their impact on WEA and its members.
   a. Communicate the actions of the Board, and the reasons for the actions, with members back in your council.