



# Cuesta College

## Federation of Teachers

LOCAL 4909

STRENGTH THROUGH UNITY

### **CCFT SECRETARY**

#### **JOB DESCRIPTION**

#### **Attend CCFT meetings and take minutes**

- Executive Board
- Council of Representatives
- General Membership

#### **Type and disseminate minutes of meetings**

#### **Manage elections**

- CCFT officers
- Constitution and Bylaws amendments
- Council of Representatives

#### **Maintain accurate, up-to-date versions of CCFT Constitution and Bylaws**

#### **Manage Catastrophic Leave Bank**

- Notify faculty of CLB open enrollment
- Notify CCFT Treasurer and Human Resources of new CLB members
- Serve as chair of CLB Committee

#### **Manage Convention Information**

- Notify members of convention delegate nominations
- Notify AFT and CFT of convention delegates
- Make necessary reservations

#### **As Needed**

- Serve on committees as CCFT representative
- Serve on CCFT committees
- Attend Board of Trustees meetings
- Reserve meeting rooms, polycom, etc.
- Manage official correspondence
- Other duties as assigned