

GUIDELINES FOR CHAPTER COMMITTEES

Employee Relations Committee

Chair:	President
Members:	Executive Board members
Term:	Annual (matches term of office for Executive Board Members)
Appointment Process:	Officers will be elected by the chapter in accordance with the chapter By-Laws.
Duties:	<ol style="list-style-type: none">1. Maintain the negotiated contract agreement.2. Coordinate grievance activities with the OSEA Field Representative.3. Chair will meet with Human Resources Director to discuss matters related to employee relations.4. Chair will report regularly to the rest of the committee.5. Chair to report items of interest at chapter meetings, but not information of a confidential nature.
Meeting Frequency:	Chair will meet with Human Resources Director regularly. Committee will meet as part of regular Executive Board meetings.

Negotiations Committee

Chair:	Appointed by Executive Board after appointment of committee members.
Members:	President, OSEA Field Representative and 3-6 additional members in good standing.
Term:	Contract cycle (from start of negotiations through ratification of contract or memorandum of understanding.
Appointment Process:	Applications to be submitted to Executive Board. Appointments will be made by Executive Board.
Duties:	<ol style="list-style-type: none">1. Survey membership to establish negotiation priorities, as needed.2. Attend training sessions provided by OSEA, if any.3. Be present at negotiations meetings and committee meetings.4. Chair or appointee to communicate progress to the membership.5. At the direction of the Executive Board, present the negotiations package to the membership for approval or rejection.
Meeting Frequency:	As needed.

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Insurance Committee

Chair: Appointed by Executive Board after appointment of committee members.

Members: At least one member of the Executive Board, OSEA Field Representative and 2-4 members in good standing.

Term: Annual Insurance cycle (begins in the Spring and continues through following Fall)

Appointment

Process: Applications to be submitted to Executive Board. Appointments will be made by Executive Board.

Duties:

1. Attend OEBB insurance information meeting
2. Become familiar enough with insurance information to be able to serve as a resource to the membership
3. Determine which plans will be offered to the membership
4. Communicate plan choices and enrollment information to the membership

Meeting

Frequency: As needed.

Legislative (Government Relations) Committee

Chair: Appointed by Executive Board after appointment of committee members.

Members: 3-7 members in good standing.

Term: Annual

Appointment

Process: Applications to be submitted to Executive Board. Appointments will be made by Executive Board.

Suggested Duties:

1. Be informed about what the OSEA state government relations committee is working on, so that information may be disseminated to members
2. Advance the local government relations priorities of OSEA with the citizens of the community
3. Interview local board and state legislative candidates and support local bond levies that benefit our members
4. Build relationships with local representatives
5. Connect with community organizations
6. Chair to provide a written report at chapter meetings as necessary

Meeting

Frequency: As needed.

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Scholarship Committee

- Chair:** Appointed by Executive Board after appointment of committee members.
- Members:** At least one member of the Executive Board, and 2-4 additional members in good standing.
- Term:** Annual
- Appointment Process:** Applications to be submitted to Executive Board. Appointments will be made by Executive Board.
- Duties:**
1. Meet to review committee guidelines
 2. Chair to seek chapter approval in advance for any procedural or form changes
 3. Publicize the chapter scholarship well in advance of application deadline
 4. Make sure each of the district high schools have applications well in advance of the application deadline
 5. Meet to review applications and select recipient
 6. Chair to provide a written report at chapter meetings as applicable
 7. Chair to make award presentation to scholarship recipient
- Meeting Frequency:** At least one meeting two months in advance of the application deadline.
At least one meeting after the application deadline.

By-Laws Committee

- Chair:** Appointed by Executive Board after appointment of committee members.
- Members:** At least one member of the Executive Board, and 2-4 additional members in good standing.
- Term:** Annual
- Appointment Process:** Applications to be submitted to Executive Board. Appointments will be made by Executive Board.
- Duties:**
1. Meet as requested to review chapter By-Laws and make recommendations for revisions. (Recommendations will be considered by the Chapter in accordance with the current By-Laws.)
 2. Chair to provide a written report at chapter meetings as applicable
- Meeting Frequency:** As needed.

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Social Committee

- Chair:** Appointed by Executive Board after appointment of committee members.
- Members:** 3-5 members in good standing.
- Term:** Annual
- Appointment Process:** Applications to be submitted to Executive Board. Appointments will be made by Executive Board.
- Duties:**
1. Meet in the fall to review the calendar for the year and review the budget for Staff Appreciation
 2. Determine the dates to observe School Board Appreciation, Classified Appreciation, Licensed Appreciation and District Office/Administration Appreciation
 3. Work with the appropriate OCEA committee to determine whether or not we may work together and share expenses for appreciation gifts
 4. Determine how the chapter will show our appreciation for each of the groups listed above
 5. Chair to provide a written report at chapter meetings as applicable, including a proposal for how the Staff Appreciation budget will be allotted for each group
 6. Committee will seek approval from the chapter prior to making any expenditures (or from the Executive Board if time is short)
 7. After approval from chapter (or from the Executive Board), the committee will make purchases as necessary and make or assemble appreciation gifts
 8. Deliver gifts on appropriate dates or make delivery arrangements with the Executive Board
- Meeting Frequency:** As needed.