

THIS ASSOCIATION YEAR:

What are your top two priorities as you lead your local association this year?

1.
2.

ASSOCIATION LEADERSHIP PLANNING

It is a good idea to set regular dates for Association meetings.
For instance, holding a meeting the day after the Board of Education’s regular meeting is a good way to keep your meeting date in the mind of members.

REASONS FOR A MEETING:

- Prepare members for the school year.
- Inform/Educate members about issues and concerns.
- Plan upcoming events.
- Take formal action.
- Report on Board of Education action and discussions.
- Planning membership recruitment and engagement.

YOUR RESPONSIBILITIES:

- **IN ADVANCE OF THE MEETING:**
Send early notification of time, date and location. As the meeting nears, share the agenda.
- **AT THE MEETING:**
Manage discussion; stick to agenda; document the events.
- **FOLLOWING THE MEETING:**
Follow-up on action items; share minutes with members; be available to members.



Free and open to all members, NEA edCommunities is the place online where educators, school support professionals, and community members join forces to improve student success. A variety of groups exist to address diverse education issues.

What does NEA edCommunities do?

- Connects educators to virtual groups by interest topics
- Provides a safe means to collaborate with colleagues through discussion and file sharing
- Facilitates collaboration at national, state and local levels
- Provides access to online events, webinars and meet-ups

How do I use it?

- Go to mynea360.org and click the “Sign Up” link
- Complete your profile
- Join a group/Search for colleagues/Engage in the discussion

Your Organizational Specialist will have more information about how to stay connected with NSEA to better engage your members

PLANNING GUIDE & CALENDAR

The key to a successful Association year is planning ahead.
Contact your NSEA Organizational Specialist or the NSEA President to assist your planning efforts.

JULY	Leaders: <ul style="list-style-type: none">• Year-Round Membership Plan	AUGUST	Leaders: <ul style="list-style-type: none">• Invite NSEA organizational specialist to first meeting of the year• Year-Round Membership Plan	SEPTEMBER	Leaders: <ul style="list-style-type: none">• Membership materials due to NSEA• Contact NSEA President to schedule visit• Year-Round Membership Plan
	Bldg Meeting Topic:		Bldg Meeting Topic: <ul style="list-style-type: none">• Membership meeting• Member recruitment/details• Add Membership		Bldg Meeting Topic: <ul style="list-style-type: none">• Placement/pay, assignment, extra-duty review• Set schedule for covering Board meetings
	Local Activity: Train local leaders and Member Organizers; acquire new employee list.		Local Activity: <ul style="list-style-type: none">• New Teacher Event/ Collect New Hire Information Cards		Local Activity: Membership Recruitment <ul style="list-style-type: none">• Follow up with new hires re: membership
	Administration: <ul style="list-style-type: none">• Attend Board meeting		Administration: <ul style="list-style-type: none">• Select administrative and/or school board contact team		Administration: <ul style="list-style-type: none">• Exec Team meet with administration• Submit annual Recognition letter, if your local is not certified
OCTOBER	Leaders: <ul style="list-style-type: none">• Appoint negotiations team/attend collective bargaining dinner• Year-Round Membership Plan	NOVEMBER	Leaders: <ul style="list-style-type: none">• Begin negotiations• Year-Round Membership Plan	DECEMBER	Leaders: <ul style="list-style-type: none">• Review Association Bylaws• Contact NSEA President for assistance• Year-Round Membership Plan
	Bldg Meeting Topic: <ul style="list-style-type: none">• Bargaining topics discussion• Discuss Children’s Fund		Bldg Meeting Topic: <ul style="list-style-type: none">• Evaluation info & red flags		Bldg Meeting Topic: <ul style="list-style-type: none">• Celebrate! Hold an Association/social gathering
	Local Activity: <ul style="list-style-type: none">• Negotiations prep work• Host engagement activity or event		Local Activity: Share New Ed Data <ul style="list-style-type: none">• Continue one-on-one conversations with potential members		
	Administration: <ul style="list-style-type: none">• Set Nov - Dec bargaining dates		Administration: <ul style="list-style-type: none">• Attend Board meeting		Administration: <ul style="list-style-type: none">• Attend Board meeting
JANUARY	Leaders: <ul style="list-style-type: none">• Review tentative agreement carefully before sharing with members• Share NSEA elections information• Year-Round Membership Plan	FEBRUARY	Leaders: <ul style="list-style-type: none">• Read/respond to NSEA mailing regarding RA/NSEA Delegate Assembly• Year-Round Membership Plan	MARCH	Leaders: <ul style="list-style-type: none">• Complete online settlement report and forward to NSEA• Year-Round Membership Plan
	Bldg Meeting Topic: <ul style="list-style-type: none">• Review grievance procedures• Review Bylaw amendments• Contract ratification vote		Bldg Meeting Topic: <ul style="list-style-type: none">• District mini-grants• Letters of Intent/Teacher contracts		Bldg Meeting Topic: <ul style="list-style-type: none">• Officer/Delegate Assembly, NEA Representative Assembly elections, Bylaw amendments
	Local Activity: <ul style="list-style-type: none">• Begin JustOne Membership Drive		Local Activity: <ul style="list-style-type: none">• JustOne Membership Drive continues• Ask potential members to join		Local Activity: <ul style="list-style-type: none">• Scholarship fundraiser
	Administration: <ul style="list-style-type: none">• Attend Board meeting		Administration: <ul style="list-style-type: none">• Attend School Board meeting for vote and signing of agreement		Administration: <ul style="list-style-type: none">• Team discussion on individual contracts
APRIL	Leaders: <ul style="list-style-type: none">• Attend Delegate Assembly. Encourage Leadership Institute attendance.• Year-Round Membership Plan	MAY	Leaders: <ul style="list-style-type: none">• Identify comp study needs.• Year-Round Membership Plan	JUNE	Leaders: <ul style="list-style-type: none">• Attend Comp study training• Building rep training• Year-Round Membership Plan
	Bldg Meeting Topic: <ul style="list-style-type: none">• NSEA Field Rep. presentation on contracts, assignments & member rights		Bldg Meeting Topic: <ul style="list-style-type: none">• Early enrollment with potential members		Bldg Meeting Topic: <ul style="list-style-type: none">• Set Association meeting dates for coming school year
	Local Activity: <ul style="list-style-type: none">• Early Enrollment Engagement		Local Activity: <ul style="list-style-type: none">• End of year celebration!		Local Activity: <ul style="list-style-type: none">• Summer member event• Outreach to New Hires
	Administration: <ul style="list-style-type: none">• Exec team: Discuss next year assignments, schedule, extra duty, etc.		Administration: <ul style="list-style-type: none">• Extended contracts & upcoming trainings• Get New Hire List		Administration: <ul style="list-style-type: none">• Attend Board meeting

Member Advocacy: A Primer

The Role of Local Association Officers in the Delivery of NSEA Member Advocacy Services

Most Important Role: To Inform Member of Right to Seek NSEA Assistance

Perhaps one of the most important benefits of membership in the NSEA is the professional and legal assistance provided to members in situations involving job security.

Members can be confronted with job security issues in a variety of circumstances including:

- Discipline or job performance matters ranging from warnings or reprimands to recommendations for termination or cancellation of employment;

- Certification matters when complaints are threatened or actually filed against a member with the Commissioner of Education;

- Civil or criminal liability for acts or omissions arising in the performance of professional duties; and

- Grievances.

Local association officers and leaders perform an important function in the delivery of member advocacy services in each of these areas. However, as an appointed or elected representative of the local association affiliated with the NSEA, it is important to be aware of and understand your role in such situations, and the nature of your professional and legal obligations which exist in the delivery of member services and matters involving job security of members.

THE PRIMARY and most important role of local association leadership in such matters involves **promptly** informing the member at risk of their right to seek professional and/or legal assistance under the NSEA Legal Assistance Policy. This valuable assistance is of no benefit to the member if the member is not promptly made aware of its availability.

On the other hand, a member has a right not to seek such assistance. Therefore, once a matter comes to your attention involving the job security of a member, promptly inform the member of their right to seek assistance from the NSEA and provide the member the information necessary for the member to seek such assistance. This will typically involve simply having the member telephone the NSEA's Director of Advocacy in Lincoln at 1-800-742-0047 for further information and assistance. You may also wish to contact the director

yourself to alert on the matter or seek additional guidance as to your proper role from that point forward.

NEVER TAKE it upon yourself to "investigate" the matter. Statements made to you by the member or statements made by you to others in such situations are generally not privileged and could be used as evidence against the member. Information that comes to your attention involving a member's job security should be kept confidential by you, and you should counsel others aware of the matter not to discuss it. To the extent the member requests professional and/or legal assistance from the NSEA, your subsequent role in the matter is limited to providing that assistance specifically requested by the NSEA representative or the attorney retained to assist or represent the member by the NSEA.



MANY TIMES, association officers or leaders are approached by representatives of a school district's administration to discuss a job security matter involving a member. Do not accept such invitations unless you are first authorized to do so by the member. In most cases, such discussions should only occur with the member present. If you are authorized to visit with the administration without the member present, listen but disclose nothing. You can be assured that the administration has not requested to visit with you for the benefit of the member. Rather, such visits are usually initiated by the administration to secure additional evidence against the member.

Members should be informed of their right to request that an association representative be present with them during any conference requested by the administration with the member.

DO NOT CHASE or repeat rumors. Again, if information comes to your attention involving a member's job security, only advise the member of their right to seek assistance from the NSEA and/or contact the NSEA yourself for further guidance.

Any questions or concerns you may have as to your proper role in the delivery of member advocacy services to association members should be directed to the NSEA Director of Advocacy or to your local NSEA Organizational Specialist.

For more details, call NSEA at 1-800-742-0047.

NSEA LOCAL ASSOCIATION QUICK REFERENCE PRESIDENT'S PLANNING GUIDE

*A quick and helpful month-to-month guide for the presidents of local association affiliates
of the Nebraska State Education Association.*

Thank you for your service to your members!

The local association president leads the executive committee leadership team that has the primary responsibility for the success of the local association. The president must willingly give time and effort to the duties of the office and possess a cooperative spirit while working with school employees, administrators, the Board of Education and the public. Members must be able to trust that all association-related and personal conversations with the president are confidential. The president acts as coordinator and leader for all the activities of the Association but should **not** attempt to do all the work. Other members of the executive team (vice president, secretary, treasurer, etc.), building representatives and members are there to help — just ask them!

Presidential duties include:

- Presiding over local association meetings;
- Appointing and delegating duties to committee members;
- Planning the local association's objectives, program and meetings;
- Sharing information from NSEA and NEA;
- Serving as the local association's chief spokesperson and contact for the public, the media, the administration and the Board of Education;
- Lead and coordinate enforcement of local association Bylaws and the negotiated agreement; and
- Attend local school board meetings.

Gather These Important Documents:

- ☐ Negotiated Agreement
- ☐ Local Association Bylaws
- ☐ A copy of a current individual teacher contract
- ☐ Grievance Policy
- ☐ Board Policies
- ☐ Current Membership Roster
- ☐ Current list of potential members
- ☐ Staff handbook

*Your NSEA Leadership Team and Governance District Leadership
are available to support you!*

*Contact NSEA President Tim Royers to attend meetings, update Bylaws
and plan membership engagement. Email: tim.royers@nsea.org*

**Remember: Your NSEA Organizational Specialist
is Here to Help You Succeed!**

*Each of NSEA's 18 field representatives is assigned to a geographic area of Nebraska.
Questions? Contact NSEA at 1-800-742-0047!*

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