



# BEVERLY HILLS EDUCATION ASSOCIATION

*Educational Employees Working Together*

Web: BHEA.org

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Phone: (310) 277-9364

TO: BHEA Certificated Members  
 FROM: Christopher Bushée, BHEA Certificated President  
 DATE: December 14, 2009  
 RE: BHEA Elections in January; Self-Nomination Process

**See reverse  
side for list of  
positions!**

In January 2010, all positions in BHEA's Representative Council are up for election. I encourage you to consider nominating yourself for one of the positions. The Representative Council is the authoritative, policy-making body for BHEA. The elected officials of the Representative Council channel the views of the general membership to monthly meetings where current issues are discussed and debated. It is an energy-filled, exciting experience where you can both contribute to the strength of your union and also achieve personal growth as an advocate and leader for your colleagues.

### TIMELINE

- Return the self-nomination form below to Chris Bushée at Beverly Hills High School no later than Friday, January 8.
- A list of candidates who nominated themselves will be distributed to all members during the week of Jan. 11.
- The general election will be held during the week of Jan. 18.
- All newly elected members (except for President and Treasurer) will begin their terms on Feb. 1.

### SELF-NOMINATION FORM

My name is: \_\_\_\_\_

My primary school site is: \_\_\_\_\_

I would like to run for the position of (see reverse side): \_\_\_\_\_

Please provide the contact information requested below in case BHEA needs to ask you any questions regarding your candidacy. This contact information will be handled confidentially.

My contact telephone number(s) is: \_\_\_\_\_

My contact e-mail address is: \_\_\_\_\_

**\* RETURN TO CHRIS BUSHEE AT BHHS NO LATER THAN FRIDAY, JAN. 8! \***

## CERTIFICATED POSITIONS ON THE BHEA REPRESENTATIVE COUNCIL<sup>1</sup>

Name of Position	Major Responsibilities <sup>4</sup>	Form of Compensation
President <sup>2</sup>	<ul style="list-style-type: none"> <li>▪ Official spokesperson for BHEA</li> <li>▪ Set agenda for and preside over all BHEA meetings</li> <li>▪ In charge of all BHEA publications</li> <li>▪ Attend all Beverly Hills Board of Education meetings</li> <li>▪ Attend designated CTA meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ 40% (two-fifths) release time from teaching duties</li> <li>▪ \$10,000 annual stipend</li> </ul>
Vice-President <sup>2</sup>	<ul style="list-style-type: none"> <li>▪ Assist the president</li> <li>▪ Coordinate BHEA committee activities and maintain membership records</li> <li>▪ Form and distribute BHEA calendar of activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$1,500 annual stipend</li> </ul>
Treasurer <sup>2</sup>	<ul style="list-style-type: none"> <li>▪ Account for all BHEA funds</li> <li>▪ Prepare BHEA's written financial reports, which include annual tax filings and audits</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$1,500 annual stipend</li> </ul>
Secretary <sup>2</sup>	<ul style="list-style-type: none"> <li>▪ Record proceedings of all BHEA meetings</li> <li>▪ Distribute meeting notices</li> </ul>	<ul style="list-style-type: none"> <li>▪ \$1,000 annual stipend</li> </ul>
Directors: <ul style="list-style-type: none"> <li>▪ 1 At Large position<sup>2</sup></li> <li>▪ 2 K-5 positions<sup>2</sup></li> <li>▪ 1 Middle School position<sup>2</sup></li> <li>▪ 2 High School positions<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>▪ Carry on the business of BHEA between Rep. Council meetings</li> <li>▪ Direct bargaining activities and grievance processing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refund of local BHEA dues<sup>3</sup></li> </ul>
Branch Representatives: <ul style="list-style-type: none"> <li>▪ 2 Beverly Vista positions</li> <li>▪ 2 El Rodeo positions</li> <li>▪ 2 Hawthorne positions</li> <li>▪ 2 Horace Mann positions</li> <li>▪ 6 High School positions</li> <li>▪ 1 District Office position</li> </ul>	<ul style="list-style-type: none"> <li>▪ Represent views of BHEA members at school site</li> <li>▪ Disseminate BHEA publications</li> <li>▪ Serve as liaison between BHEA members and BHEA leadership</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refund of local BHEA dues<sup>3</sup></li> </ul>

<sup>1</sup> All positions require regular attendance at once-a-month Representative Council meetings. All positions (except the President and Treasurer) are for two-year terms commencing on Feb. 1, 2010 and ending on Jan. 31, 2012. The President's and Treasurer's positions begin on July 1, 2010 and end on June 30, 2012.

<sup>2</sup> In addition to membership on the Representative Council, this position includes membership on BHEA's Executive Board (Board of Directors). The Executive Board meets once a month, usually one week prior to the monthly Representative Council meetings.

<sup>3</sup> The refunds are processed on an annual basis. The representative/director must attend a minimum of 9 out of the 10 regularly scheduled monthly Representative Council meetings in order to receive the local dues refund. Currently, the annual local dues refund amount is \$227.

<sup>4</sup> More extensive descriptions of the duties and responsibilities of all positions can be found by consulting the BHEA Bylaws at BHEA's official website: <http://bhea.org>