



AFT 340 AFL-CIO
Seton Business Park
5800 Metro Drive, 2nd Floor
Baltimore, MD 21215-3209

BTU Committees Standard Operating Procedure

The Baltimore Teachers Union wants you to be involved in all facets of the work of the Union. You have the opportunity to do this by joining at least one of our BTU Committees that have been established to help us to be a more successful union. All of our committees are an essential part of the BTU and are a great way to keep members involved and engaged.

Each Committee will have representatives from both the Teacher and PSRP Chapters, as well as a member of the BTU staff. All Committees meet virtually. If you are interested in joining a committee, please email the committee's email address.

Functionality:

- Each committee will vote to appoint a Lead, Secretary and Treasurer at their first meeting and as vacancies come up.
- Meetings need to be scheduled regularly according to the BTU calendar and held consistently unless voted on by the committee.
- If meetings are to be postponed or cancelled, committees should document that reasoning in the Committee Report Template and submit it as that month's report.
- Each committee will be charged with "President's Charges" at its very first meeting and will have to report on the progress of meeting the charges in monthly committee reports.
- Each committee will have \$1500 available to them each fiscal year (July 1-June 30).

Positions:

- ***Lead:*** will work with the committee to plan, coordinate, and facilitate committee meetings whether virtual or in-person. They will work with the committee to set an agenda for each meeting. They will ensure that the Secretary and Treasurer follow their position expectations. They will be the contact person for the committee and be responsible for sharing relevant information with committee members and report out to the Executive Board and BTU President when necessary. Leads will also keep abreast of all upcoming BTU events and actions and share them with the committee each month. They will also check the committee email address and set up calendar invites using the committee email address baltu.org google account.

- ***Secretary:*** will keep meeting minutes on the Committee Report Template for each meeting and be responsible for sending that report to Executive Assistant Natalia Bacchus (nbacchus@baltu.org) by the second Tuesday of every month so it can be shared with the Executive Board. They will also keep meeting attendance on the Committee Sign-in Sheet. They will also check the committee email address and respond to emails.
- ***Treasurer:*** will work with the committee to come up with a plan to utilize committee funds when needed. They will use the Committee Treasurer's Request Form to complete a proposal for the desired committee activity, complete the request form and submit it to Executive Assistant Natalia Bacchus (nbacchus@baltu.org) 30 days prior to the desired activity for approval. The request will be forwarded to the President for approval. Once an approval is granted, requests will be forwarded to the Finance Department for processing and the Treasurer will be responsible for receiving the requested funds and keeping track of the committee's remaining available funds.

Committee Meeting Materials:

- **Committee Sign-In Sheet Template**- will include all contact information for committee members who attend each meeting such as: Name, School, Personal Email, Phone, and an option to sign up for the next upcoming BTU actions which will be shared by the Lead at each committee meeting.
- **Committee Report Template**- will include minutes from each meeting and only include names of committee members that consist of first name and last initial. The Secretary will complete the meeting report and send it to Natalia Bacchus at nbacchus@baltu.org to share with the BTU Executive Board for their monthly meeting. Please submit the Committee Report by the second Tuesday of each month.
- **Committee Treasurer's Request**- is a questionnaire that needs to be completed by the Treasurer when committee funds are needed for committee activities.

If you have any questions regarding committees, please contact BTU's Executive Assistant to the President, Natalia Bacchus @ nbacchus@baltu.org