



**Executive Committee/Officer Handbook**

---

Revised April 14, 2025

The Executive Committee handbook reflects the status of the TEP SA governance structure upon its final implementation in 2025-2026.

## **I. Purpose of TEP SA Executive Committee**

- Consists of President, President-elect, Vice President, and two Members At-Large. Not voting: NAESP Board Member from Texas, NAESP Representative and Executive Director.
- To operate when it is not feasible to call together the entire Board of Directors, but at such times when immediate action is necessary to: 1) set the course of direction subject to later action by the board; 2) activate a committee; and 3) to give direction to the president and to function in an emergency.
- Meet in person four times (June: 2 meetings, September, February and April) per year and monthly work sessions, as needed.
- To reflect the roles of its membership.

## **II. Executive Committee Meetings**

### **A. Attendance**

Members are required to attend the meetings each year as scheduled by the Executive Committee (EC). Extenuating circumstances will be considered before an absent member is released. If a second absence appears imminent, a replacement member to complete the work and term of office will be appointed.

### **B. Agenda**

The agendas for the EC meetings are drafted by the Executive Director, with review and modification by the President. Any EC member may add an item to the agenda by either raising the issue in an EC meeting or by contacting the President or Executive Director. The President has the authority to establish the initial order of items on the agenda, but the EC has the ability to take items out of order by majority vote.

### **C. Executive Committee Online Posting (materials)**

Prior to each meeting, you will receive a link to the related materials posted online. If you wish to include anything in the packet, please send it to the Association office. Copies of all correspondence are on file at the Association office.

### **D. Dates of the Executive Committee Meetings**

Meeting dates are established at the recommendation of the President in consultation with the Executive Director and approved by the EC with the acceptance of the calendar for the year.

#### E. Conducting Executive Sessions at TEPSA

### **Legal Provisions Relating to Executive Sessions**

Nonprofit organizations must follow federal and state statutes that regulate businesses and their transactions with individuals. These laws are designed to protect constituents, clients, staff, and organizations. Nonprofit leaders need to be familiar with and abide by the applicable laws and regulations. Some organizational business must be kept confidential. An executive session gives the EC a private setting for confidential discussions.

**Policies:** This Executive Committee policy articulates the process for calling and conducting an executive session.

#### **Administrative Policy 1**

The Executive Committee will hold an executive session, without the Executive Director, in conjunction with each regularly scheduled Executive Committee meeting.

#### **Administrative Policy 2**

An executive session of the Executive Committee may be called by the President under the following circumstances: (a) on the advice of counsel, (b) to discuss current pending legal matters, (c) to consult with the auditors and compensation consultants, (d) to acquire or dispose of property, (e) to discuss or act on personnel issues, or (f) to address such other matters as the Executive Committee deems appropriate.

While in executive session, only Executive Committee members and individuals invited by the President may be present. At the option of the President, the Executive Director may be excused. Committee members may discuss the business conducted in an executive session only with other executive committee members including or not including the Executive Director as directed by the President, persons present in the executive session by invitation of the President and others upon advice of counsel. Those present will be reminded that the executive session deliberations and minutes are confidential.

#### **Guidelines for Executive Session**

A regular debriefing at the end of each EC meeting, without the Executive Director, brings conversations into a collective forum. This session allows the EC to identify potential problems without causing undue concern.

### **Tips to build an atmosphere of trust between the EC and Executive Director:**

1. Make executive sessions a regular part of your EC meeting agenda. Hold one every time the EC meets. This diffuses the notion that executive sessions are convened only to deal with matters involving the Executive Director or in times of crisis.
2. Set the agenda for the executive session in conversations between the President and the Executive Director prior to the EC meeting.
3. Invite the Executive Director to join part of the executive session for a private conversation with the EC, unless the business at hand makes that inappropriate. This sends a clear message that the relationship between the EC and the Executive Director is paramount.
4. Keep the conversation in the executive session on topic. Do not let it develop into gossip. It is the President's responsibility to guide the discussion to a productive conclusion.
5. Summarize the executive session for the Executive Director as soon as possible. The President should communicate the gist of the conversation, especially those issues that reflect the EC's views of the Executive Director or the organization's performance, to the Executive Director.

**III. TEPSA Activities and Events** – Executive Committee members are expected to attend, participate and host as assigned.

#### **A. Summer Conference Expectations**

- Be highly visible to members, partners and exhibitors.
- Attend all scheduled conference activities and participate as assigned.
- Visit the exhibit hall to build relationships with partners and exhibitors that support TEPSA.
- Review scripts and instructions provided by staff for all speaking occasions.

#### **B. Board of Directors**

The TEPSA Board of Directors includes 29 voting members:

- 20 Region Presidents
- 3 Standing Committee chairs
- 1 Nominating Committee chair
- 5 state elected officers

Ex-officio not voting: NAESP Representative, NAESP board member from Texas, Executive Director, chairs of special committees.

- Board meetings set the tone for the year and provide the information necessary for the Association to run effectively. Each EC member plays an extremely important role in working directly with each group of participants. The Board of Directors:
  - Approves bylaws changes except those reserved for membership.
  - Approves governance policies and procedures.
  - Approves committee reports.
  - Approves the budget.
  - Approves special committees.
  - Approves committee appointments.
  - Approves state Summer Conference sites.
  - Approves actions of the Executive Committee.
  - Meets four times per year: Twice at Summer Conference, Fall Online Meeting, Winter Board Meeting and Spring Online Meeting.

Each Executive Committee member is assigned a Region Liaison group, which they work with throughout the year.

#### C. Region Meetups

- Executive Committee members are expected to attend their region meetups.

#### D. NAESP Conferences

- The National Association of Elementary School Principals (NAESP) has divided the country into nine (9) zones; Texas is in Zone 8 which consists of Texas, Louisiana, Arkansas, Missouri, Kansas, Oklahoma and New Mexico. A zone meeting, which is open to all principals, is held annually during the NAESP Conference. NAESP is governed by one representative from each of the nine zones.
- The NAESP representative attends the National Leaders Conference in Washington, D.C.
- The NAESP representative and any NAESP Board Member from Texas shall be an ex-officio non-voting member of the Board and shall have such duties and

responsibilities as are determined from time-to- time by the Board (defined in the Bylaws Article IV, Section 3).

#### **IV. Travel Arrangements**

- A. The Association staff makes all TEPSA related hotel arrangements for EC members. New EC members are expected to complete the travel form provided by the TEPSA staff and submit it to the Director of Events & Governance. All hotel rooms and tax expenses are pre-arranged and made by TEPSA staff. The EC member will need to pay for any personal expenses. Internet service may be billed to TEPSA.
- B. Any changes in travel arrangements need to be handled by contacting the Director of Events & Governance.
- C. Coordination of travel with other EC members will be made by the Director of Events & Governance. The coordination of arrival times is especially important for out-of-state events. Decisions for which flight to take will be based on the least expensive flight available that meets the needs of the association.
- D. If available, airline and hotel points are awarded directly to the EC member and are not reimbursed to the Association.
- E. Families are invited to attend specified TEPSA activities. Breakfast and lunch are normally reserved for Association business when group meals are provided. Families may join the EC for the evening meal. A two-drink maximum per person will be observed at all TEPSA functions where alcoholic beverages are served. No social networking check-ins regarding meal functions or posting pictures with alcohol.
- F. Reimbursements will be outlined in the Authorized Reimbursement Schedule.

#### **V. Financial**

- A. The Executive Director or designee validates all vouchers by their initials and signs all checks issued by the Association. All checks over \$10,000 require two signatures.
- B. The President validates all vouchers and documentation of Association expenditures.
- C. All records of the Association's financial activities are on file and are available for review. Any Executive Committee member can request clarification of any

Association expenditure by either calling the Chief Operating Officer or discussing the issue with the Executive Director or the President.

- D. Executive Committee members are provided a complete financial report listing all expenditures and revenues by category at every Executive Committee meeting and more often if requested.
- E. The financial records of the Association are compiled and reported to the Board of Directors quarterly.
- F. The Executive Director is authorized to invest Association reserves in accordance with the TEPSA investment policy.

## **VI. Nomination/Election**

- A. The Vice President and Member At-Large must follow TEPSA election guidelines. If the current serving second year Member At-Large chooses to run for the Vice President position, they may run opposed. The deadline for the second year Member At-Large to submit their name by October 1 (pending Nominating Committee approval).
- B. Term of office shall be one year, July 1 – June 30, according to the Bylaws.
- C. Each summer, press releases are mailed from the Association staff promoting your new leadership position.

## **VII. Duties of Executive Committee Members**

### **DUTIES OF THE PRESIDENT**

#### **Articles: TEPSA News (6 issues)**

The President's Column runs in each issue of TEPSA News (6 total issues). This is your space to connect with members, cheer for educators, share insight and news, etc. In the first article, the President shares his or her theme along with hopes and goals for the presidential year. Most people adapt their Summer Conference remarks and tie the article to the beginning of a new school year.

Word count is 390. Articles are due on the 15th two months prior to run date. For example, the article for the August News is due June 15.

## **Convention/Conferences**

Preside over all conference keynote sessions, most meetings of the Association and chair EC meetings, both open and closed sessions.

## **Invitations to President**

Any outside invitations to represent the Association must be approved by the TEPSA Executive Director.

## **Legislative Hearings and State Board Meetings**

Periodically, the Association is asked to make presentations on the position of its members. While staff usually makes this presentation, if the President is needed to present at (or attend) any meetings, staff will make arrangements.

## **Liaison Meetings**

State agencies and the Legislature often schedule meetings pertaining to a specific educational issue. Staff will attend and keep you informed of pertinent issues.

## **Agenda Preparation**

The President is responsible for the final version of the Executive Committee agenda. The Executive Committee may add items or change the order. Staff will prepare a draft of the agenda for your assistance.

## **President's Home District Visit (optional)**

The President has the option of inviting the Executive Committee to visit his/her school or district for the September Executive Committee meeting. The Association will pay expenses based on the authorized reimbursement schedule.

## **Budget**

The President is responsible for reviewing the appropriateness of all Association expenditures. A monthly report of all expenditures made is sent to the President for review and approval. Back-up documentation for all financial expenditures is maintained at the Association office. Any question regarding the appropriateness of any expenditure should be made to the Executive Director or Chief Operations Officer for review.

## **Membership and Promotions**

The President serves as a membership ambassador helping to recruit members in his/her region and throughout the state. The President promotes the association on social media.

## **DUTIES OF THE PRESIDENT-ELECT**

The obligation of the President-Elect is to prepare for the Presidency. Several items must be developed during the year prior to assuming the role of President.

### **Standing Committee Appointment**

The President-Elect is encouraged to appoint one member to the Standing Committees. The name must be submitted on the nomination form by February 28.

### **Theme**

The annual theme for the Association is determined by the President. This theme sets the tone for the year and reflects the President's ideal vision for TEPSA. The staff will assist in developing ways to incorporate the theme into Association programs and activities. The theme must be finalized in October in order to be announced at the winter Board of Directors meeting.

### **Calendar Development**

TEPSA staff is responsible for the development of the Executive Committee calendar with review and modification by the President-Elect. It is submitted to the Executive Committee for approval at the February meeting.

### **Financial Records**

The President-Elect is responsible for reviewing prior year quarterly financial compilations prior to his/her term as President and making a recommendation to the Executive Committee for a full financial audit, if warranted.

### **Budget Items**

A draft of the upcoming fiscal year's budget will be presented in April each year. The final budget will be approved in June each year.

### **Goals for the Year**

The incoming President may identify goals for the year at the Summer Conference transition meeting.

### **Standing Committee assignment**

The President-Elect serves as a member of the Nominating Committee.

## **Planning Meetings at the TEP SA Office**

During the President-Elect year a planning meeting will be held to review Association procedures and prepare for the upcoming year. If available, the President-Elect will attend the new officer(s) orientation.

## **Membership and Promotions**

The President-Elect helps recruit members in his/her region and throughout the state. The President-Elect promotes the association on social media.

## **DUTIES OF VICE PRESIDENT**

### **Preparation for President**

The Vice President automatically assumes the position of President- Elect. In order to adequately prepare for the responsibilities of President, the Vice President should review the responsibilities of the President-Elect.

The Vice President serves as a region liaison.

The Vice President will assist the 2nd year Member At-Large with the membership campaign.

The Vice President, in conjunction with staff, promotes the TEP SA awards programs and processes.

The Vice President is responsible for taking photographs at EC meetings, EC outings, and other Association events. These photos become part of a photo album for the President which is prepared by the Vice President. Costs for preparing the album are reimbursed by the Association. The album will be presented during the transition meeting.

### **Membership and Promotions**

The Vice President helps recruit members in his/her region and throughout the state. The Vice President promotes the association on social media.

## **DUTIES OF MEMBERS AT-LARGE**

Members At-Large serve a two-year term.

Members At-Large:

- Help to recruit members in his/her region and throughout the state.
- Promote the association on social media.

- Serve as a region liaison.

During the first year, the Member At-Large:

- Is responsible for promotion of the Association.
- Is custodian of records as the Secretary. This includes taking minutes at all meetings and calling role at Board meetings.
- Serves on the Nominating Committee.

During the second year, the Member At-Large:

- Oversees the membership campaign. The Member At-Large will meet with the Vice President and TEPSA staff to review the membership campaign and materials and propose activities. A review of these ideas should be presented to the EC in April.
- Is responsible for promotion of the Association on social media.

## **DUTIES OF THE NAESP REPRESENTATIVE**

The three-year term of office conforms to the guidelines established by the National Association of Elementary School Principals.

The Association Bylaws and Standing Rules establish the NAESP Representative as our official link to the Zone.

The NAESP Representative attends NAESP events and fulfills state representative responsibilities.

The NAESP Representative will seek nominations with the advice of the EC for NAESP Committees.

### **Membership and Promotions**

The NAESP Representative helps recruit members in his/her region and throughout the state and promotes the association on social media.