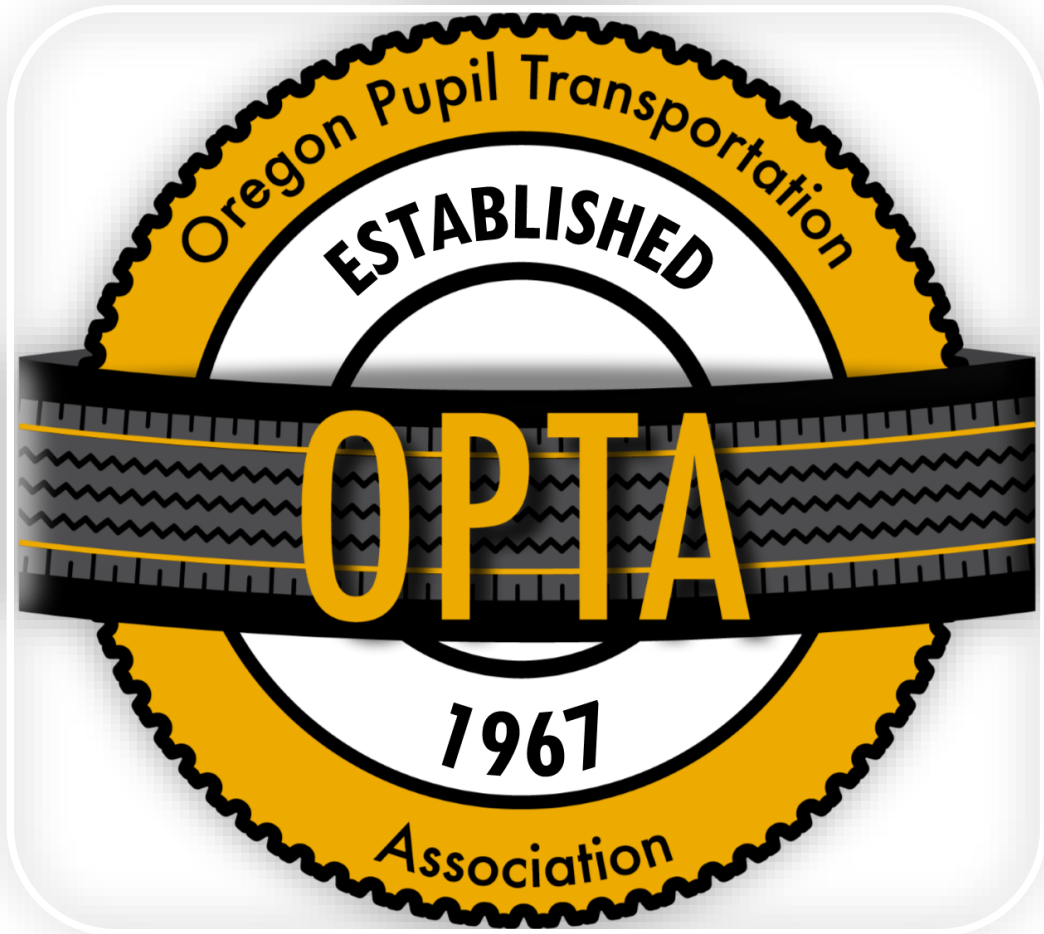


# OFFICER'S MANUAL

Revised January 2021



# TABLE OF CONTENTS

## Page

3	ORGANIZATION OF FUNCTIONS OF STANDING OPTA COMMITTEES
3	Auditing Committee
3	Awards Committee
3	Nominating Committee
4	School Bus Safety Week/Poster Contest Committee
4	Legislative Committee
4	State School Bus Safety Exercise Committee
4	Conference Committee
5	President Duties and Responsibilities
5	President-Elect Duties and Responsibilities
5	Past President Duties and Responsibilities
5	Executive Secretary Duties and Responsibilities
6	Recording Secretary Duties and Responsibilities
6	Webmaster Duties and Responsibilities
6	State Director of Pupil Transportation or Designee Duties and Responsibilities
7	Directors at Large Duties and Responsibilities
7	Vendor Representative Duties and Responsibilities
7	Chapter Presidents Duties and Responsibilities
7	Chapter Representative Duties and Responsibilities
7	Chapter Secretaries Duties and Responsibilities
7	Chapter Treasurers Duties and Responsibilities
8	Installation of OPTA State Officers

## ORGANIZATION OF FUNCTIONS OF OPTA STANDING COMMITTEES

The following are standing committees established to serve OPTA during the year. Each committee chairperson working within an adopted budget must complete and present a summary at the completion of the function.

### **Auditing Committee:**

Function: Verifies the revenues and expenditures of the State OPTA treasury for the current fiscal year and reports in writing to the membership by the annual conference of the following year. Verifies the revenues and expenditures of the Chapter and State treasuries and prepares the information for the annual report.

Members: President-elect (chair), Chapter Representatives, Chapter Treasurers and Executive Secretary (resource person only).

### **Awards Committee:**

Function: Announces, screens and selects potential recipients for awards to be given at the annual OPTA conference.

- School Bus Driver of the year award
- School Bus Driver Trainer of the year award
- Transportation Supervisor of the year award
- Golden Wrench Award
- Buck Klemm Special Needs Transportation Award
- Doug Flatt Administrative Support Award
- Dennis Essary Leadership Award
- Ron Bryan President's Award
- Jack Spear Award/Grant

Members: Past President (chair), chapter presidents and the State Director of Pupil Transportation or designee.

### **Nominating Committee:**

Function: Selects eligible members of the Association for presentation to the membership as nominees for the office of President-elect and Directors

at large. Nominations are made at the Association's annual general business meeting.

Members: Past President (chair), in addition to a minimum of two (2) OPTA past presidents.

### **School Bus Safety Week/Poster Contest Committee:**

Function: Coordinates activities on statewide basis to participate in the safety poster contest. Coordinates activities with all chapters, provides publicity and works with the National Chairperson of the poster contest.

Members: Chairpersons by appointment of State President, Chapter School Bus Safety Week Chairpersons. The State Director of Pupil Transportation or designee is invited to serve as a member of this committee.

### **Legislative Committee:**

Function: Monitor any legislative action on state and federal level and is responsible to inform State Board and shall make recommendations for action. Works closely with the State Director of Pupil Transportation.

Members: Three (3) Directors at large and the State Director of Pupil Transportation or designee, with the chairperson appointed by the President.

### **State School Bus Safety Exercise Committee:**

Function: Schedules and plans annual state safety exercise.

Members: President-elect, each chapter safety exercise chairperson and a minimum of four (4) OPTA members, with the chairperson appointed by the President. The State Director of Pupil Transportation or designee is invited to function as a member of this committee.

### **Conference Committee:**

Function: Coordinate the Equipment Show, Conference and Awards Banquet by soliciting vendor participation, arranges space for the show, develops budget and handles all correspondence. Plans and coordinates the Annual OPTA Banquet. As culmination of summer workshop, the Association holds an annual banquet. It serves as the official swearing in ceremony of the new president and president-elect, presentation of special awards and may include participation by the Oregon Department of Education.

Members: Directors at large and six (6) OPTA members, with chairperson(s) for Equipment Show, Conference and Awards Banquet appointed by the President.

### **PRESIDENT Duties and Responsibilities:**

- 1) Chair State Board Meetings.
- 2) Prepare the agenda for each meeting.
- 3) Appoint committee chairpersons as needed.
- 4) Appoint School Bus Safety Week Chairperson(s).
- 5) Appoint Equipment Show, Conference and Awards Banquet Chairperson(s).
- 6) Serve as ex-officio member of all committees.
- 7) Appoint and provide direction to the Executive Secretary.
- 8) Appoint and provide direction to the Recording Secretary.
- 9) Appoint and provide direction to the Webmaster.
- 10) Appoint and provide direction to the Vendor Representative.
- 11) Maintain correspondence with board members, other members of OPTA and individuals or companies as indicated by the board or OPTA interests.
- 12) Work closely with the State Director of Pupil Transportation or designee and the conference chair to coordinate the activities of the Summer Conference, Awards Banquet and Equipment Show.

### **PRESIDENT-ELECT Duties and Responsibilities:**

- 1) Attend all State Board meetings.
- 2) Chair meetings in the absence of the President.
- 3) Member of the State School Bus Exercise committee.
- 4) Prepare and present the following year's budget to the State Board.
- 5) Serve as a member of the Executive Committee.
- 6) Chair the Auditing Committee.
- 7) Additional duties as requested by the president.

### **PAST PRESIDENT Duties and Responsibilities:**

- 1) Attend all State Board meetings.
- 2) Chair the Awards Committee.
- 3) Chair the Nominating Committee.

### **EXECUTIVE SECRETARY Duties and Responsibilities:**

- 1) Attend all State Board meetings.

- 2) Be responsible for the financial transactions of the State Board.
  - a) Maintain proper financial accounts
  - b) Deposit money
  - c) Write checks (with Board approval)
  - d) Prepare written financial reports for board meetings
- 3) Renew the postage permit annually.
- 4) Renew papers of corporation annually.
- 5) Renew insurance policy annually.
- 6) Prepare financial records for Audit Committee (act as resource person),
- 7) Provide direction and support for the Chapter Treasurers.
- 8) Communicate with the President regarding status of OPTA's financial affairs.
- 9) Maintain historical records.
- 10) Additional duties as assigned by the President or the Executive Committee.

### **RECORDING SECRETARY Duties and Responsibilities:**

- 1) Attend all State Board meetings.
- 2) Record minutes at all board meetings. Disburse minutes to all board and committee members within 21 days of all board meetings.
- 3) Record minutes of annual meeting and present at the next annual meeting.
- 4) Additional duties as assigned by the President or the Executive Committee.

### **WEBMASTER Duties and Responsibilities:**

- 1) Attend all State Board meetings.
- 2) Post State and Chapter minutes to the OPTA website within 21 days of conclusion of meetings.
- 3) Post news items, updates, awards and information as directed by the State President to the OPTA webpage.
- 4) Act as a "Web Liaison" between the Chapter Presidents and Secretaries for postings to the OPTA website.
- 5) Additional duties as assigned by the President or the Executive Committee.

### **STATE DIRECTOR OF PUPIL TRANSPORTATION OR DESIGNEE Duties and Responsibilities:**

- 1) Attend all State Board meetings.
- 2) Member of Legislative Committee.
- 3) Member of School Bus Safety Week and Poster Contest Committee.
- 4) Member of Conference Committee.
- 5) Member of Awards Committee.

### **DIRECTORS AT LARGE Duties and Responsibilities:**

- 1) Attend all State Board meetings.
- 2) Member of Legislative Committee.
- 3) Member of Conference Committee.
- 4) Additional duties as requested by the President.

### **VENDOR REPRESENTATIVE Duties and Responsibilities:**

- 1) Attend all State Board Meetings.
- 2) Member of Conference Committee.
- 3) Additional duties as requested by the President.

### **CHAPTER PRESIDENTS Duties and Responsibilities:**

- 1) Attend all State Board meetings.
- 2) Member of the Awards Committee.
- 3) Work with State Webmaster with posting of Chapter news items, updates, awards and information to the OPTA website.

### **CHAPTER REPRESENTATIVE Duties and Responsibilities:**

- 1) Attend all State Board meetings.

### **CHAPTER SECRETARIES Duties and Responsibilities:**

- 1) Post Chapter minutes to the OPTA website within 21 days of conclusion of meetings.
- 2) Work with State Webmaster with posting of Chapter news items, updates, awards and information to the OPTA website.

### **CHAPTER TREASURERS Duties and Responsibilities:**

- 1) Member of the Auditing Committee.

## **INSTALLATION OF OPTA STATE OFFICERS**

### **PRESIDENT-ELECT**

President: "(Mr., Mrs., Ms., Miss)\_\_\_\_\_ the members of the Oregon Pupil Transportation Association have elected you to the office of President-Elect for the years \_\_\_\_\_ and \_\_\_\_\_. Do you accept this office?"

President-Elect: Response, "I do."

President: "Please raise your right hand. Do you swear or affirm that you will support the by-laws of the Oregon Pupil Transportation Association and assist the President in the accomplishment of our association's goals?"

President-Elect: Response, "I do."

President: "Please be seated. Will (Mr., Mrs., Ms., Miss)\_\_\_\_\_ please come forward?"

### **PRESIDENT**

President: "(Mr., Mrs., Ms., Miss)\_\_\_\_\_ The members of the Oregon Pupil Transportation Association have elected you to succeed to the office of President for the years \_\_\_\_\_ and \_\_\_\_\_. Do you accept this office?"

Incoming President: Response, "I do."

President: "Please raise your right hand. Do you swear or affirm that you will support the by-laws of the Oregon Pupil Transportation Association, represent and guide the membership in achieving the goals and objectives of our association to the best of your abilities?"

Incoming President: Response, "I do."

President: "Associates, before you is your President for the years \_\_\_\_\_ and \_\_\_\_\_. (Mr./Madam) President before you are your associates."

Outgoing president should now pass the gavel to the incoming president and be seated.