



West Suburban Teachers Union – Local 571

COPE/PAC: Job Description

Rationale: To expand the political influence currently supported by Local 571 and the Illinois Federation of Teachers, the COPE/PAC Chair serves as a liaison to politicians and allows us to make contributions to politicians who share our values and support WSTU. We use the following strategies to raise money for COPE: raffles, voluntary cash contributions, voluntary payroll deductions, and square reader deductions.

Job Qualifications

1. Must be a member of West Suburban Teachers Union, Local 571.
2. Must be able to work with diverse groups of people and demonstrate a positive attitude.
3. Must be able to develop working relationships with legislators.
4. Must be able to handle multiple tasks.
5. Must be able to work with minimal supervision.
6. Must demonstrate good speaking, writing, and computer skills.
7. Must be able to work with the Local President, 571 Legislative Director(s), members, and other campaign/ union Legislative Directors.

Duties and Responsibilities

1. Complete necessary quarterly reports for the Illinois State Board of Elections regarding campaign contributions and expenditures.
2. Complete yearly budget which includes campaign donations and attendance at political events.
3. Complete IFT report (required every 4 years) in order to obtain COPE/PAC funding.
4. Consult with WSTU President and other officers about support to politicians
5. Research politicians and their voting records.
6. Meet with the 571 Legislative Director(s) regularly to discuss ongoing political action.
7. Educate members about politicians and their support for public education policies.
8. Attend fundraisers for political candidates and encourage members to attend political events.
9. Maintain relationships with politicians to encourage strong representation and support of West Suburban Teachers Union and its members.
10. Contact politicians via email or phone to discuss political events and donations, and purchase tickets to political events.
11. Serve as an IFT Area PAC Chair and on the regional PAC team which endorses political candidates for office
12. Manage COPE checking accounts and COPE checkbook
13. Attend Executive Board Meetings and House of Representatives Meetings; organize a raffle at each House of Representatives meeting and/or other fund raisers
14. Chair 571 COPE/PAC committee.
15. Serve on Legislative Breakfast Committee

Stipend and Reimbursement

1. Stipend Requirements
 - a. Stipends will be paid quarterly. The stipend is \$779.36/per quarter.
 - b. The stipend will be reviewed yearly for possible adjustments by the 571 Budget Committee.
2. Reimbursement Guidelines
 - a. Reimbursement for mileage/parking will be provided for attendance at political events, from school/work to the event only. A requisition form with receipts attached must be included for reimbursement.
 - b. Reimbursements for all other materials needed to perform the duties should have receipts attached to a requisition form in order to be reimbursed.
 - c. Reimbursements for mileage, hotel accommodation, and meal per diem will be provided for overnight events (i.e., Springfield).
3. Political calls should be made from the Westmont Local office or your personal cell or home phone. Do not use school phones to make political calls.

9/9/2021