



Quick Reference Guide

MTA HEADQUARTERS

Phone 800.392.6175 | Fax 617.742.7046

MTA DIVISIONS & LEADERSHIP

PRESIDENT Barbara Madeloni Ext. 8214	VICE PRESIDENT Erik Champy Ext. 8293	EXECUTIVE DIRECTOR-TREASURER Ann Clarke Ext. 8210
DIRECTOR AFFILIATE SERVICES Vacant Ext. 8294	DIRECTOR GOVERNMENT RELATIONS Nick Puleo Ext. 8317	GENERAL COUNSEL LEGAL SERVICES Ira C. Fader Ext. 8245
DIRECTOR CENTER FOR EDUCATION POLICY AND PRACTICE Beverly Miyares (Interim) Ext. 8340	DIRECTOR GRASSROOTS CAMPAIGNS Jo Ann Fitzgerald Ext. 8190	PRESIDENT MTA BENEFITS Maryann Robinson Ext. 6617
DIRECTOR COMMUNICATIONS James Sacks Ext. 8308	DIRECTOR HIGHER EDUCATION Robert Vodicka Ext. 8330	DIRECTOR TRAINING AND PROFESSIONAL LEARNING Meg Secatore Ext. 8155
DIRECTOR FINANCE AND ACCOUNTING Kathleen Conway Ext. 8309	DIRECTOR HUMAN RESOURCES Vacant Ext. 8211	
DIRECTOR GOVERNANCE AND ADMINISTRATION Mary Gilgallon Ext. 8213	DIRECTOR INFORMATION TECHNOLOGY SERVICES AND PRINTING & MAILING Glenn M. Coolong Ext. 8230	

MTA REGIONAL SERVICE CENTERS

MANAGER CENTRAL & WESTERN REGIONS Taylor Brennan Ext. 8554	MANAGER NORTHEAST REGION Vacant Ext. 8294	MANAGER METRO & SOUTHEAST REGIONS Ann Sullivan Ext. 8664
AUBURN SERVICE CENTER 48 Sword St. Auburn, MA 01501 508.791.2121 800.542.5504	LYNNFIELD SERVICE CENTER 50 Salem St., Bldg. B, Suite 9 Lynnfield, MA 01940 781.246.9779 800.421.3332	RAYNHAM SERVICE CENTER 756 Orchard St., 3rd Floor Raynham, MA 02767 508.822.5371 800.336.1118
HOLYOKE SERVICE CENTER 55 Bobala Rd., Suite 3 Holyoke, MA 01040 413.535.2415 800.432.1117		METRO SERVICE CENTER 2 Heritage Drive, 8th Floor Quincy, MA 02171-2119 781.380.1410 800.479.1410
PITTSFIELD SERVICE CENTER 188 East St. Pittsfield, MA 01201-6124 413.499.0257 800.464.8088		

Strategic Action Plan

The MTA is on the move, systematically educating, organizing and mobilizing our 110,000 members to meet the challenges of today and the needs of tomorrow.

By engaging and activating our members under the guidance of our Strategic Action Plan, we are building our organizational power and our strength.

One key priority is to increase the voice of educators in the policy, political, legislative and regulatory processes at the local and state levels as we advocate for quality public education and improved working conditions.

All members — including those new to the MTA — are strongly encouraged to be active in the union. For information, please consult your local president or your field representative.

Working together, we can make a difference and help shape a bright future for our students, our members and public education.

Full Capacity Local Initiative

One of the central concepts of the MTA's Strategic Action Plan is the vision of the "full capacity local association."

A full capacity local is vibrant and sets clear goals. It is a healthy organization that successfully engages large numbers of its members in key areas — including advocacy and political action — to advance their interests as professionals. It welcomes members and lets them know that their participation is meaningful.

Among other attributes, a full capacity local:

- Advocates for members via collective bargaining, grievance and arbitration processing and enforcement of legal rights.
- Is recognized as the "voice of education" by members, parents, community leaders and the media.
- Has numerous leaders who are seen by members as trailblazers in important areas.
- Has many members who understand and can articulate the role of unions in creating a just society.
- Has leaders and members who are actively engaged in the political process at the local and state levels, model political engagement to others and actively participate in the MTA candidate recommendation process.
- Has a political action structure and members who are trained to take part in campaigns and lobbying.
- Has strong bylaws, transparent financial and membership systems and a firm commitment to meeting its legal and fiduciary obligations.
- Is dedicated to long-range planning, with meaningful involvement at all levels by leaders and members alike.
- Has an intentional program for eliciting and addressing the concerns, values and goals of new members, thereby generating leadership for the future.

Legislative and Political Action Teams

At the heart of MTA's efforts to increase member involvement in legislative and electoral politics are our Legislative and Political Action Teams. The LPATs are structured around the Legislature and based in each of the 40 Senate districts around the state. They are designed to empower members, strengthen our relationships with each other and our legislators and advocate for the MTA's legislative and political agenda. They work closely with Political Action Leaders – PALs – who represent local associations and chapters.

Each LPAT is led by a coordinator who has been through extensive training to prepare for the role. Those who serve on LPATs include active members and retirees, teachers and higher education faculty, professional staff and education support professionals.

The PALs, like the LPATs, are vital to our success. They are charged with creating local communications networks, organizing and recruiting members, and lobbying. Each local president is asked to appoint a PAL for his or her association or chapter.

The degree of our success depends in large measure on you as well as the many others involved in this energizing renewal process. We encourage everyone in the MTA to help us transform our association, using the Strategic Action Plan as a guide.

Working together, we can make a difference and help shape a bright future for our students, our members and public education.

To read the complete MTA Strategic Action Plan, please visit the Members Area of our website, www.massteacher.org.

Your Field Rep Is Your Direct Link to the MTA and NEA

The MTA field representative, also known as UniServ consultant, assigned to your local is your direct link to the MTA and NEA. The UniServ program, which is administered by the Division of Affiliate Services, is a cooperative effort to bring the services of the MTA and NEA as close to the needs of the members as possible. These professional negotiators and skilled organizers work with local association leadership and members.

Thirty-five field representatives and 36 part-time regional representatives across Massachusetts deliver the services of the MTA/NEA. Seven full-time field representatives, along with support staff, work in each of the regional offices in Auburn, Quincy, Lynnfield and Raynham. There are five full-time field representatives, as well as support staff, in the Holyoke office and two full-time field representatives and a support staff person in the Berkshire satellite office in Pittsfield. There is one regional manager for the Raynham and Quincy offices and one regional manager for the Auburn, Holyoke and Pittsfield offices. The Affiliate Services director oversees the Lynnfield office.

Through this staff, the MTA helps your association negotiate salaries, hours, leaves, health care, transfers, performance reviews, class size, teacher performance standards and other negotiable issues. In addition, the staff resolves local crises, enlists parent and community support, helps develop strategies for municipal budget overrides in support of local K-12 education, and strives to defeat attempts to weaken public higher education on Beacon Hill.

All requests for MTA and NEA services should be made by the local association president through your field representative. In the event the field representative is not available at the time of your request, ask for the regional manager, who will ensure your request is processed.

In the event there is an emergency and your field representative and regional manager are unavailable, please call the Director of Affiliate Services, MTA Executive Director-Treasurer or MTA President at 800.392.6175.

Additional Information

- The procedure to be followed for requesting legal services can be found under the Legal Services section.
- Access to MTA Benefits can be found in the MTA Benefits section.
- Local treasurers who need assistance for billing or membership changes should call the Division of Finance and Accounting at 800.392.6175, ext. 8117.



Affiliate Services Division

Director: Vacant

800.392.6175, ext. 8294

The MTA Affiliate Services Division provides direct services to local associations and is the link to all other MTA and NEA services and divisions.

The Division

- Distributes MTA/NEA membership materials.
- Trains local associations in membership organizing (increasing local membership) and internal organizing (strengthening existing locals.)
- Works with locals/chapters to establish strategic goals and objectives and to identify training needs.
- Works with locals to develop two-way communication systems to learn about the needs, goals and opinions of members.
- Provides training for leadership development, organizing and other locally identified needs.
- Provides model bylaws for local/chapter associations.

For retirement planning services, see the Legal Services section.

For retired member services, see the Division of Grassroots Campaigns section.

Collective Bargaining, Contract Maintenance and Research

- Trains and assists locals with bargaining preparation and developing contract campaigns.
- Works with leaders and members at the bargaining table, including mediation and crisis negotiations.
- Trains and guides locals in crisis situations.
- Provides resources and guidance for locals with health care issues.
- Provides training and representation at the pre-arbitration levels of the grievance procedure.
- Prepares prohibited practice charges for the Legal Services Division.
- Provides representation at investigatory meetings with the employer.
- Provides advice and representation on personnel issues.
- Provides representation at arbitrations (excluding job security and agency fee cases, which are handled by the Legal Services Division).
- Trains and assists locals in community relations and political action organizing, including override campaigns.
- Compiles data on salary and performs analyses of municipal and school budgets.
- Offers assistance in designing, implementing and analyzing the results of surveys for local associations.

Workshops, Seminars, Training Programs

- Coordinates with the Division of Training and Professional Learning to develop seminars to increase local union power and member involvement.
- Provides on-site training in the use of financial and salary analysis software programs.
- Provides training at MTA's Summer Conference on educational and municipal finance and on employee compensation.
- Trains local faculty representatives in the following areas: grievance processing, communications and collective bargaining. Training is also available in other areas according to the local association's needs.
- Bargaining workshops.
- Grievance training.

Resources and Publications

- Provides comparisons of salary schedules, costing of proposed contracts and adjustments of salaries for inflation.
- Maintains an online database, accessible to local presidents, with full-text versions of local association contracts.
- Provides handbooks with basic reference information to local presidents and faculty representatives on the MTA website.
- Provides the *Quick Reference Guide* on the MTA website.

Summer Conference

- Emerging Leaders Program – Limited number of grants available to members who have not been a president or vice president of a local to attend the Summer Conference.

Other Grant Programs

- Crisis Fund Assistance – In the event of a bargaining crisis, local associations may apply for economic assistance from the MTA. Contact the director of Affiliate Services at 800.392.6175, ext. 8294, for more information.
- Membership Recruitment – Limited number of matching grants of up to \$500 to locals for activities to recruit members.
- Local Leadership Development – Funding of up to \$500 is available for training at the local level in order to recruit and prepare local members for prospective leadership positions.
- Faculty Representative – Funding of up to \$500 is provided for training for faculty representatives in the following areas: grievance processing, communications and collective bargaining. The program can also provide financial assistance for training in other areas according to the local association's needs.
- Workplace Health and Safety/Indoor Air Quality – Funding of up to \$3,200 (base grant) for consultation and legal advice on workplace safety issues.
- Health Care Consultation – Grants for consultation with Boston Benefit Partners on matters of health care and group health insurance plans.

Center for Education Policy and Practice

Director: Beverly Miyares (Interim)
800.392.6175, ext. 8340

The Center for Education Policy and Practice monitors, advocates for and influences education policies that affect the working conditions and practice of MTA members. CEPP researches and reports on issues such as school finance, educator preparation and licensure, evaluation and school and district improvement, and provides information and assistance on these issues to local association leaders and members. The division also works with local associations, other professional associations and organizations to frame the dialogue about and advance education policy issues.

The Division

- Provides guidance to local leaders by explaining statutory and regulatory education mandates, state budget and municipal finance issues through CEPP-developed or collected guidance documents, Web-based toolkits and webinars.
- Addresses member questions related to regulatory requirements, licensure, RETELL, educator evaluation, school and/or district accountability, and educator preparation programs and procedures.
- Analyzes and develops proposals to improve state school finance formulas.
- Works with MTA divisions and local associations to ensure that professional issues focused on student achievement and school improvement become collective bargaining goals.
- Conducts original research on issues related to teaching, learning, leadership and student achievement in preK-12 and higher education, and develops and conducts surveys for use by leaders, members and MTA staff.

Board of Education and Department of Elementary and Secondary Education

The CEPP staff is the MTA's link to the Massachusetts Board of Education and the Massachusetts Department of Elementary and Secondary Education. Questions on issues involving regulations, procedures, policies and issues such as standardized testing, the Every Student Succeeds Act (ESSA) and licensure/relicensure may be directed to CEPP.

Resources and Publications

Toolkits are available at massteacher.org/toolkits on these and other education issues:

Accountability, RETELL, licensure, charter schools, PARCC and MCAS 2.0, educator evaluation, kindergarten assessments and adequate funding for student success.



Communications Division

Director: James P. Sacks
800.392.6175, ext. 8308

The Communications Division assists leaders, members and local affiliates with all forms of media relations, communications strategy, publications, websites and social media. It also offers workshops. Its goal is to help the membership be recognized as the voice of public education in Massachusetts.

The Division

- Provides expertise and advice in all areas of public relations, including developing communications strategies during local political and bargaining crises, working with the news media and producing news releases, press statements, speeches, advertising and fliers.
- Provides expertise and advice in all areas of digital communications, including websites and social media.
- Works with members and staff on political and ballot campaigns.
- Assists in improving internal communications.
- Produces *MTA Today*, Local Association Presidents' and Association Representative handbooks, membership materials and numerous other publications.
- Produces talking points on local, state and national issues.
- Assists in writing and/or editing locally written op-ed pieces or letters to the editor.
- Designs letterheads, newsletter mastheads, logos and other materials.
- Oversees partnerships with outside organizations to promote literacy.

Workshops, Seminars, Training Programs

- Message development.
- Website, newsletter and social media development.
- News media strategies.
- Crisis communications.
- Strategic communications.

Grants

The Massachusetts Child offers financial assistance to students in need, especially those in crisis situations. Information on these grants is available from Janice Morrissey at 800.392.6175, ext. 8259, or on the MTA website, www.massteacher.org/masschild.

The division also serves as the liaison to the Public Relations/Organizing Campaign Committee, which works with the MTA Executive Committee to provide grants that help improve the image of educators and serve as a positive force in the association's public relations efforts.



Finance and Accounting Division

Director: Kathleen Conway
800.392.6175, ext. 8309

The MTA Finance and Accounting Division provides assistance to local associations with accounting and finance issues. Membership data is maintained and updated in conjunction with changes reported by the local associations.

Membership

- Assists local associations with membership processing and dues collection.
- Answers questions concerning membership types, dues rates and processing.
- Fields questions regarding dues collection and remittance to the MTA.
- Handles dues billing, receivable records and cash collection.

Local Treasurers

- Assists local associations with local accounting and finance issues including budgeting, financial reporting, required IRS and state filing compliance, and payroll-related issues.

Workshops, Seminars, Training Programs

- Offers training and materials for local treasurers and membership chairs.
- Offers treasurer training during MTA's Summer Conference.
- Offers financial training as part of training for new local presidents.
- Offers one-on-one training and assistance to locals as needed.

Grants

A Local Office Support Program provides rebates to locals up to 50 percent of the total expenses incurred in certain categories. The amount of support is based on current-year membership and may not exceed \$5, \$10, \$15, \$20 or \$25 per member, depending on full-time-equivalent membership, percent of MTA dues paid, and the level of local dues. For information, contact the Finance and Accounting Division.



Governance and Administration Division

Director: Mary Gilgallon
800.392.6175, ext. 8213

The MTA Governance and Administration Division oversees opportunities for service and involvement, coordinates meetings, handles publication of materials for the Board of Directors and manages the Delegate Assembly of local association representatives.

The Division

Coordinates opportunities for service and involvement by appointment to MTA committees, councils and special project groups. (See back page for a listing.)

- Coordinates opportunities for service and involvement by election to the Executive Committee, Board of Directors, Candidate Recommendation Committee and Retired Members Committee, as well as to the offices of president and vice president.
- Coordinates local association visits by the president and the vice president.
- Provides the requirements and procedures for the allocation, nomination and election of local delegates to the NEA Representative Assembly (NEA RA).
- Conducts open nominations and all-member direct-vote elections for NEA director, NEA alternate director, statewide/regional/retired delegates to the NEA RA, regional ethnic minority and Statewide Retired District delegates to the MTA Annual Meeting.
- Coordinates local presidents' meetings with president and vice president.
- Provides information, requirements and forms for delegate registration to Annual Meeting.
- Solicits and processes proposed amendments to the MTA Bylaws and Standing Rules for final action at the Annual Meeting.

Resources and Publications

- Bylaws, Standing Rules and Resolutions.
- Directory of local presidents, Board of Directors and staff.
- Board meeting agendas and notes on actions taken posted at *massteacher.org*.
- Local association bylaws and affiliation documents repository.

Grants

- Funding for local presidents to attend Board of Education meetings.
- Limited funding for members to attend state or national conferences.
- New presidents' program provides for a 100 percent grant for local association presidents to attend the Summer Conference.



Government Relations Division

Director: Nick Puleo
800.392.6175, ext. 8317

The MTA Government Relations Division, including legislative, political and lobbying services, is the link for all state and national political and legislative activities.

The Division

Recruits local association involvement in recommending candidates for the 40 state Senate, 160 state representative, two U.S. Senate and nine congressional seats through participation in the Candidate Evaluation Team (CET) process, leading to MTA recommendation of candidates.

- Works with members in providing testimony before legislative committees in support of MTA-sponsored legislation and/or against legislative initiatives that negatively impact MTA member interests.
- Assists local associations, upon request, with materials and/or information on local organizing efforts to elect local school committee candidates.
- Assists local associations in organizing efforts to help elect MTA-recommended statewide and state Senate and House candidates.
- Assists local associations in organizing/lobbying efforts to support MTA's mission.
- Assists local associations in conducting fund-raising efforts for Voice of Teachers in Education (VOTE).
- Provides members with information on the voting records of state and congressional legislators.
- Provides assistance in designing questionnaires for local school committee candidates.
- Assists local associations in setting up in-district meetings with their legislators.

Workshops, Seminars, Training Programs

- Provides training and materials for in-district meetings between local association members and legislators.
- Provides training and/or workshops at MTA's Summer Conference on political organizing and legislative initiatives.
- Provides presentations on legislative and political updates upon request.

Resources and Publications

- Compiles legislative bulletins updating MTA's positions on pending legislation.
- Provides current legislative and political information on MTA's website, www.massteacher.org, with links for political action on state and national issues.
- Compiles voting records on incumbent legislators and provides profiles of MTA-recommended candidates included in *MTA Today's* Election Guide.



Grassroots Campaigns Division

Director: Jo Ann Fitzgerald
800.392.6175, ext. 8190

The MTA Division of Grassroots Campaigns, including Senate District Coordinators (SDCs) and their Legislative and Political Action Teams (LPATs), is responsible for fostering member engagement throughout the two-year Massachusetts legislative and election cycle. The ESP and Retired/Student Member Organizer also work in this division.

The Division

- Recruits Senate District Coordinators for the 40 state Senate districts.
- Assists in the development of Legislative and Political Action Teams that work to establish relationships with legislators to educate them about public education and the concerns of MTA members in each Senate district.
- Engages members in the legislative and election process to build organizational power.
- Assists members with lobbying efforts.
- Develops and implements member-to-member campaigns to educate and engage members in targeted state, national and special elections.
- Collaborates with local leadership, SDCs and LPATs to mobilize members in the legislative and electoral process.
- Assists in setting up in-district meetings with legislators.

ESP Members

- The ESP Member Organizer collaborates with the ESP Committee to develop and recommend programs and strategies to deepen ESP member engagement in the MTA. This includes the development of training programs and activities to build member capacity and involvement in MTA's organizational and political activities.

Retired/Student Members

- The Retired/Student Member Organizer collaborates with the Retired Members Committee and the student committee (Student Educators of Massachusetts) to develop and recommend programs and strategies to deepen retired and student member engagement in the MTA. This includes the development of training programs and activities to build member capacity and involvement in MTA's organizational and political activities.

Workshops, Seminars, Training Programs

- Provides training to members of the LPAT Program. Includes Wellstone training, member-to-member communication, recruitment, member-to-member conversations, developing a plan for legislative priorities, team building, leadership development and lobbying.
- Provides training to members who are interested in running for elective office through the MTA Campaign School.
- Provides presentations to LPATS, ESPs, retired and student members at the local level, at the MTA Summer Conference and at other MTA conferences.
- Provides annual conferences for ESPs and retired members as well as local workshops for both groups.

Resources and Publications

- Publishes *The Reporter*, the retiree newsletter.
- Provides materials for member campaigns to be used by LPATS and general membership.
- Provides campaign information for targeted races at state and national levels.

Grants

- Provides grants for SDCs and PALS to attend the Summer Conference.
- Provides grants for members to attend the MTA Campaign School at the Summer Conference.

Higher Education Division

Director: Robert Vodicka
800.392.6175, ext. 8330

The MTA Division of Higher Education helps higher education members build power on their campuses and across the state. The division is also a direct link to other MTA and NEA programs.

The Division

- Helps coordinate internal organizing to recruit new members, retain existing members, get members engaged in politics at the local, state and national levels, and identify and train new leaders.
- Assists higher education affiliates in negotiating contracts.
- Assists affiliates in processing grievances through the arbitration level and in preparing prohibited practice charges for the Department of Labor Relations.
- Accompanies members to hearings and investigations regarding personnel or disciplinary issues to ensure that member rights are protected.
- Assists higher education local/chapter associations in developing goals and objectives and then helps locals and chapters reach those goals and objectives.

Workshops, Seminars, Training Programs

- Trains members in organizing, negotiations, contract enforcement and protection of legal rights. Additional training can be tailored to meet the needs of a local or chapter.
- Conducts higher education workshops at MTA's Summer Conference.



Human Resources Division

Director: Vacant

800.392.6175, ext. 8211

The Division of Human Resources manages the policies, procedures and programs of the MTA in the areas of employment and staffing, salary and benefits administration, performance management, employee relations, labor relations, legal compliance, recruitment and human resource information systems. In addition, the division provides staff assistance to the Equal Opportunity Council, the Retirement Plan Committee and the Board Negotiating Team.



Information Technology Division

Director: Glenn M. Coolong
800.392.6175, ext. 8230

The Information Technology Services Division works in collaboration with all other divisions to ensure that the MTA's technological needs are being met and that the association is using its internal resources to the fullest extent possible. The division is responsible for the implementation, support and maintenance of all major computer applications, as well as more than 175 laptop and desktop computers, printers, servers, and internal and cellular telephone systems.



Legal Services Division

General Counsel: Ira C. Fader
800.392.6175, ext. 8245

MTA's Division of Legal Services functions as an in-house law firm for the MTA, its local associations and its members. The division's staff is committed to providing the very best legal services to our affiliates and to individual members who face legal matters arising out of their employment. The types of legal services provided are governed by the Legal Services Policy adopted by the MTA Board of Directors. Retirement counseling for MTA members with questions about their retirement rights and pension calculations is also provided through this division.

Procedure for Obtaining Legal Services

The process for obtaining work-related legal services from the MTA starts with the local president.

- All requests for legal services must be made by the local association president.
- If an individual member or the affiliate is seeking legal assistance, the request must be sent from the affiliate president to the MTA field representative or the regional manager, who will process the request and forward it to the MTA general counsel.
- The MTA general counsel reviews all requests for legal services to determine whether the services requested are covered by the MTA Legal Services Policy. If membership is required for the legal matter to be assigned, the general counsel will verify that the individual is a member of the affiliate, the MTA and the NEA.
 - a. If the request is covered by the policy, the general counsel will assign an attorney to conduct an initial investigation into the matter.
 - b. If services are denied, an appeal may be filed under a process described in the MTA Legal Services Policy.

A copy of the policy is available on the MTA website.

Representation of Members

- If a member has an employment-related legal problem involving suspension, dismissal, certification/licensure, discrimination, unemployment, retirement, civil service, DCF charges or worker's compensation, representation by one of MTA's attorneys is provided at no cost to the member.
- If a member is facing criminal charges for an incident at work, the MTA pays the first \$5,000 in defense costs. MTA members acquitted of criminal charges are reimbursed for their defense costs up to \$35,000 under an insurance policy covering members.
- If a member is a victim of assault at work, the MTA will provide an attorney to ensure that the criminal justice system pursues charges against the offender.
- A public employee who is sued in connection with his/her employment is generally immune from personal liability under the law in Massachusetts, but MTA members have additional protection through an insurance policy that serves as backup coverage.
- The division prepares agency fee materials for distribution to association presidents and treasurers each year.

Retirement Planning

- If an active member has questions about retirement, he or she can call Harold Crowley, MTA's retirement coordinator, in the Quincy office at 800.392.6175, ext. 8240. Regular office hours are Tuesday, Wednesday and Thursday from 9 a.m. to 4 p.m.
- Retirement consultants are also available to meet with MTA members across the state, by appointment in MTA's regional offices. See *MTA Today* or check the MTA website, www.massteacher.org, for places and times. If a member's retirement application results in legal issues, an MTA attorney may be requested.

Representation of MTA Affiliates

- Representation in any lawsuit brought against the local association.
- Representation of the affiliate in cases at the Department of Labor Relations, including agency fee challenges, and at other state agencies.
- Representation of the local in enforcing collective bargaining agreements through arbitration.
- Legal advice and representation in real estate, tax and other business issues that local associations encounter.
- Legal advice on political issues, including constraints on fund-raising by public employees and the laws affecting political contributions by MTA affiliates.
- Incorporation.
- Legal advice to local association presidents. MTA lawyers are available to provide advice to presidents on any legal issues that arise. Call the division at 617.878.8247 and ask for the attorney on phone duty. Division attorneys are unable to provide legal advice to individual members over the phone or by e-mail without a request for legal services being filed and a case assigned by the general counsel.

Workshops, Seminars, Training Programs

- How to Protect Yourself from Civil and Criminal Liability.
- Legal Basics for New Members.
- The Perils of E-Mail and the Internet.
- Legal Issues Facing ESPs.
- Business Issues for Local Association Leaders.
- Parental and Family Leave Issues.
- Other topics upon request.

Resources and Publications

- Legal opinions. At the request of an affiliate president, an MTA lawyer will research and provide a legal opinion on any issue the local faces.
- Liability coverage. Local association officers have protection from personal liability for their association activities under an MTA insurance policy. Copies of the policy are available from the division.
- Legal resources are available on MTA's website at www.massteacher.org.

MTA Benefits

President: Maryann Robinson
800.336.0990

MTA Benefits, a wholly owned subsidiary of the MTA, provides members with a wide range of competitive programs to help with life outside of work. Benefits and services include insurance, financial programs, home mortgages, health and wellness discounts, travel and entertainment. These money-saving programs are designed exclusively for members and their families to help stretch their hard-earned dollars. Superior member service contributes largely to the success of MTAB programs, which are self-supporting and not funded by member dues. Information about the thousands of discounts available to members can be found at www.mtabenefits.com or by calling 800.336.0990.

Membership Benefits

- Group auto insurance program providing members an exclusive discount with savings of up to 10 percent. Call MTAB's preferred partner, Educators Insurance Agency (EIA), at 888.908.6822.
- Homeowner, condo and renters insurance programs, as well as personal umbrella liability and workers' compensation coverage, are available through EIA.
- Home mortgage program that provides members with competitive rates, low closing costs and superior customer service.
- Bank products including a checking/savings account, home equity line of credit and loans for cars, motorcycles, boats, land and construction.
- Financial programs including CDs, Money Market accounts and personal loans.
- Disability income, critical illness insurance and long-term-care protection.
- Life and dental insurance and non-insurance health and wellness discounts including eyewear and hearing aids.
- MTA credit card with cash-back rewards.
- MTA Vacation Center, featuring member-only discounts on trips to Bermuda and the Caribbean, guided tours, cruises, hotels, car rentals and theme parks.
- Home heating oil and propane.
- Interest-free shopping program.
- Magazine subscriptions.
- Wireless discounts with Sprint and T-Mobile.
- Online and in-store discounts at Office Depot/OfficeMax.
- Prepaid legal plan.

Resources and Publications

- Visit www.mtabenefits.com for up-to-date information.
- *MTA Benefits & Discount Directory*, listing more than 1,000 ways to save with your MTA membership card.
- Access online benefits program with more than 350,000 online and in-store discounts and 220,000 mobile offers.
- *MTA Advantage*, a newsletter inserted as a supplement to *MTA Today*.
- Member Benefits page in each issue of *MTA Today*.
- Benefit materials and speakers for local meetings, as well as seminars on topics such as first-time home buying and retirement planning.
- E-newsletters announcing late-breaking deals, new programs and special member events.
- E-News for local presidents with articles that can be posted on local websites or forwarded to members.

Printing and Mailing Division

Director: Glenn M. Coolong
800.392.6175, ext. 8230

The Printing & Mailing Services Division works with all MTA staff members to meet their various printing and mailing needs.

The division also provides printing services to locals at a very competitive cost. The division's work includes:

- Contract printing and binding
- MTA handbook and report printing
- Postcards
- Stickers
- Door Hangers
- Folders
- Bumper Stickers
- Magnets
- Fliers

For more information, please contact Bob McNeil, Printing & Mailing coordinator, at 617.878.8303 or e-mail him at bmcneil@massteacher.org.



Training and Professional Learning Division

Director: Meg Secatore
800.392.6175, ext. 8155

The Division of Training and Professional Learning was established in furtherance of MTA's Strategic Action Plan to collaboratively plan and coordinate the delivery of high-quality training and professional learning programs for MTA leaders, members and staff.

The Division

- Consults with leaders, members and staff to determine organizational development, leadership development and professional learning needs.
- Collaborates with members and staff in developing and delivering training programs, tools and materials that will build association power and efficacy, support members' professional goals and increase member engagement and activism.
- Centralizes and coordinates training materials, programs, applications and events. This includes the Summer Conference and conferences and events for our retired, ESP, higher education, ethnic minority, new member and student member constituencies as well as regional leadership training, treasurers' training, LPAT and PAL training, and all local, regional, statewide and online training.
- Ensures that MTA trainers are prepared and supported to deliver high-quality training that utilizes sound principles of adult education and is grounded in the traditions of organizing.
- Uses online and mobile technologies to expand and extend the reach and impact of MTA's training programs. Improves efficiency in administration through the broader use of computer, communication and database technologies.
- Utilizes a tracking and evaluation system that will inform continuous improvement of MTA's training programs.

Workshops, Seminars, Training Programs

The division plans and executes logistics for all MTA meetings, trainings and conferences with an eye to maximum impact and value.

Grants

The division identifies opportunities for funding of MTA training programs through public and private sources, writes and applies for grants, and implements grant-funded programs.

MTA Committees and Special Project Groups

MTA members interested in serving on one of MTA's committees or special project groups should apply in writing directly to the Office of the MTA President.

COMMITTEES OF THE MTA BYLAWS	
COMMITTEE	DIVISION
Advisory Budget Committee (ABC)	Finance and Accounting
Bylaws and Rules Committee	Governance
Candidate Recommendation Committee (Requires Election)	Government Relations
Credentials and Ballot Committee	Governance
Electoral Review Committee (ERC)	Governance
Hearing Committee	Legal Services
Professional Standards and Ethics Committee	Affiliate Services
Resolutions Committee	Communications
Retired Members Committee (Requires Election)	Grassroots
Workplace Equity Committee	Legal Services

POLICY COMMITTEES	
COMMITTEE	DIVISION
Board Negotiating Team (MTA Board members only)	Human Resources
Committee to Evaluate the Executive Director-Treasurer (CEED) (MTA Board members only)	Governance
Equal Opportunity Council (EOC)	Human Resources
Ethnic Minority Affairs Committee	Affiliate Services
Personnel Selection Team (MTA Board members only)	Human Resources
State Review Channel (Executive Committee members only)	Governance

PROGRAM COMMITTEES	
COMMITTEE	DIVISION
Education Policy and Practice Committee	CEPP
Full Capacity Local Association Training Committee	Affiliate Services
Government Relations Committee	Government Relations
Human Relations Committee	Governance

SPECIAL PROJECT GROUPS	
COMMITTEE	DIVISION
Education Support Professionals Committee (ESP)	Grassroots
Environmental Health and Safety Committee	Affiliate Services
Gay/Lesbian/Bisexual/Transgender Issues Committee	Affiliate Services
Investment Committee	Finance and Accounting
Strategic Action Committee	Governance
NEA Convention Planning Committee/ Social Subcommittee	Governance
New Member Committee	Training and Professional Learning
Occupational/Vocational/ Technical Education Committee	Affiliate Services
Student Membership Committee (SEAM)	Grassroots

OTHER COMMITTEES OR GROUPS	
COMMITTEE	DIVISION
Higher Education Leadership Council (higher ed presidents only)	Higher Ed
Large Locals Coalition	Affiliate Services
MTA Retirement Plan Committee	Human Resources
New Presidents	Governance
Public Relations/Organizing Campaign Committee	Communications
The Massachusetts Child	Communications
Task Force on Race	Governance
Task Force on Bilingual Education	CEPP