



Quick Reference Guide

MTA Boston Headquarters

20 Ashburton Place | Boston, MA 02108 | Phone 1.800.392.6175 | Fax 617.742.7046

PRESIDENT Barbara Madeloni ext. 8214	VICE PRESIDENT Janet Anderson ext. 8293	EXECUTIVE DIRECTOR-TREASURER Ann Clarke ext. 8210
DIRECTOR AFFILIATE SERVICES Mark D. Sheehan ext. 8294	DIRECTOR FINANCE AND ACCOUNTING Kathleen Conway ext. 8309	DIRECTOR HIGHER EDUCATION Joey Hansen ext. 8330
PRESIDENT MTA BENEFITS Maryann Robinson ext. 6617	DIRECTOR GOVERNANCE AND ADMINISTRATION VACANT ext. 8213	GENERAL COUNSEL LEGAL SERVICES Susan (Lee) Weissinger ext. 8287
DIRECTOR CENTER FOR EDUCATION POLICY AND PRACTICE Kathleen Skinner ext. 8233	DIRECTOR GOVERNMENT RELATIONS Joanne Blum ext. 8317	DIRECTOR GRASSROOTS CAMPAIGNS Jo Ann Fitzgerald ext. 8190
DIRECTOR COMMUNICATIONS James Sacks ext. 8308	DIRECTOR TRAINING AND PROFESSIONAL LEARNING Meg Secatore ext. 8155	ESP/RETIRED MEMBER ORGANIZER Stevens Day ext. 8314

MTA Regional Service Centers

MANAGER CENTRAL & WESTERN REGIONS Taylor Brennan ext. 8554	MANAGER METRO REGION Mark D. Sheehan ext. 8294	MANAGER NORTHEAST & SOUTHEAST REGIONS Ann Sullivan ext. 8664
AUBURN SERVICE CENTER 48 Sword St. Auburn, MA 01501 508.791.2121 800.542.5504	BRAINTREE SERVICE CENTER 100 Grandview Rd., Suite 320 Braintree, MA 02184-2635 781.380.1410 800.479.1410	RAYNHAM SERVICE CENTER 90 New State Highway, (Rt 44) Raynham, MA 02767 508.822.5371 800.336.1118
WESTERN SERVICE CENTER 55 Bobala Rd., Suite 3 Holyoke, MA 01040 413.535.2415 800.432.1117		LYNNFIELD SERVICE CENTER 50 Salem St., Bldg. B, Suite 9 Lynnfield, MA 01940 781.246.9779 800.421.3332
BERKSHIRE 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 organization's power and 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 the needs of our students. To make this happen, we have put two essential structures in place. Our Full Capacity Local Initiative is helping local associations and chapters maximize their ability to advance their members' professional goals and represent the needs of students in advocacy, political action and other areas. It goes hand in hand with a program that is building **Legislative and Political Action Teams**, with local **Political Action Leaders** working in concert with them.

As we address our changing environment, we are changing the way we approach our work. As always, the MTA will deliver – and work to improve – core union services, such as bargaining and grievance support. But we recognize that our membership is changing, and the economic, political and professional climate in which we operate sets increasingly daunting challenges for public education. We are determined to meet these challenges head-on.

As it always has, our power resides in our members – informed, unified and active members. Every day, they bring to life a vision of quality education through their great commitment, creativity and passion for their students, schools, colleges and communities. This is the basis for both our success and our renewal as a union. The more member-driven we become in everything we do, the stronger we will be on all fronts.

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 and who 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.

"Beta" MTA locals have been the forerunners of a much larger effort in which the MTA seeks to work with every local and chapter to build the vision, the structures and the broad base of involvement that our members and our students need and deserve.

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 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 50 part-time regional representatives across Massachusetts deliver the services of MTA/NEA. Seven full-time field representatives, along with support staff, work in each of the regional offices in Auburn, Braintree, 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 Lynnfield offices and one regional manager for the Auburn, Holyoke and Pittsfield offices. The Affiliate Services director also oversees the Braintree office.

Through this staff, 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 1.800.392.6175.

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 1.800.392.6175.

Affiliate Services Division

Director: Mark D. Sheehan
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 locals 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 pre-retired member 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

- 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.
- Full Capacity Local Planning 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 to MTA Services on the MTA website.

Summer Conference

- Emerging Leaders Program – Limited number of grants available to members who have not held local, state or national office to attend the Summer Conference.
- New Presidents Academy - Program provides for a 100 percent grant 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 Mark Sheehan at 1.800.392.6175, 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 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 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.

Center for Education Policy and Practice

Director: Kathleen Skinner
1.800.392.6175, ext. 8233

The Center for Education Policy and Practice (CEPP) works with local associations, other educational professional associations, and public and private-sector organizations interested in framing and advancing education policy issues. CEPP's work endeavors to:

- Influence educational policy through collaborative discussions with members of the Board of Elementary and Secondary Education (BESE), the Commissioner of Education, the governor's education advisors, the House and Senate chairs of the Education Committees, and leaders of educational professional associations.
- Inform, educate and improve the understanding of educational issues related to school reform, school improvement, educator preparation, evaluation and retention, and school finance.
- Gather, compile and analyze educational policy, financial, state and local budget data and proposals, develop and conduct surveys, and store data for use by leaders, members and staff.
- Analyze and develop proposals to improve state school finance formulas.
- Collaborate with MTA divisions and local association leaders to ensure that professional issues focused on student achievement and school improvement become a collective bargaining goal.

The Division

- Provides guidance to local leaders explaining statutory and regulatory education mandates, state budget and municipal finance issues through CEPP-developed or collected guidance documents, Web-based toolkits, and webinars.
- Monitors, advocates and influences educational policies that promote excellence, solve problems, improve local conditions for teaching and learning, and addresses the professional and career needs of MTA members from pre-kindergarten through higher education.
- Conducts original research on issues related to teaching, learning, leadership and student achievement in preK-12 and higher education.
- Addresses member questions related to regulatory requirements, licensure, RETELL, educator evaluation, school and/or district accountability, and educator preparation programs and procedures.

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 MCAS, the Elementary and Secondary Education Act (ESEA) and certification/recertification may be directed to CEPP.

Resources and Publications

Online at www.cepp.massteacher.org

Educator Evaluation Toolkit at www.massteacher.org/advocating/Evaluation.aspx

RETELL Toolkit at www.massteacher.org/advocating/toolkits/RETELL.aspx

Communications Division

Director: James P. Sacks
1.800.392.6175, 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 production of 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*, Presidents and Association Representative handbooks, membership materials and numerous other publications.
- Develops, implements and tabulates internal member surveys.
- 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.
- Supports and conducts research for a local's news media relations.
- Designs letterheads, newsletter mastheads, logos and other materials.
- Oversees the Red Sox Reading Game and other literacy partnerships.
- Assists in producing public service radio announcements and/or local radio advertising spots.

Workshops, Seminars, Training Programs

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

Grants

The Massachusetts Child grants offer both matching and catastrophic financial assistance to students in need, especially those in crisis situations. Information on these grants is available from Janice Morrissey at 1.800.392.6175, or on the MTA website, www.massteacher.org.

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
1.800.392.6175, ext. 8309

The MTA Finance and Accounting Division provides assistance to local associations with accounting and finance issues, and membership processing through various methods and programs.

Membership

- Assists in local association membership processing.
- Answers questions concerning membership forms, continuing membership dues statements, retired membership and agency fee payers.

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 at Williamstown.
- Offers financial training as part of New Presidents training.

Grants

A Local Office Support Program provides rebates to locals up to 50 percent of the total expenses incurred in certain categories of expenditures. 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: VACANT

1.800.392.6175, 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 section on MTA Committees and Special Project Groups.)

- 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 Rules for final action at the Annual Meeting.

Resources and Publications

- Bylaws, Standing Rules and Resolutions.
- Master Calendar online via the Members Only section of the MTA website.
- Directory of local presidents, Board of Directors and staff.
- Board meeting agendas and notes on actions taken posted on the website.
- 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.

Government Relations Division

Director: Joanne Blum
1.800.392.6175, 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 10 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 for MTA-recommended candidates included in *MTA Today's* Election Guide.

Grassroots Campaigns Division

Director: Jo Ann Fitzgerald
1.800.392.6175, ext. 8190

The MTA Division of Grassroots Campaigns, including the 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/Retired Member Organizer also works 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 a member-to-member campaign (M2M) 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.
- Assists in organizing and lobbying efforts.

ESP/Retired Members

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

Workshops, Seminars, Training Programs

- Provides training to members of the LPAT Program. Training includes Wellstone Training, M2M communication, recruitment, M2M conversations, developing a plan for legislative priorities, team building, leadership development and lobbying.
- Provides presentations to LPATS, ESP and retired members at the local level, the MTA Summer Conference and at other MTA conferences.
- Provides annual conferences for MTA ESP and retired members as well as local workshops for both groups.

Resources and Publications

- Provides *The Reporter*, the retiree newsletter.
- Provides materials for M2M campaign to be used by LPATS and general membership.
- Provides campaign information for targeted races at state and national levels.

Grants

- Provides grants for Senate District Coordinators and PALS to attend the Summer Conference.

Higher Education Division

Director: Joey Hansen
1.800.392.6175, ext. 8330

The MTA Division of Higher Education provides direct services to our higher education local/chapter associations and is a direct link to all other MTA and NEA services.

The Division

- Assists higher education local associations in negotiating contracts.
- Assists associations 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.
- Helps plan membership recruitment and retention programs, offering staff and financial assistance to locals/chapters engaged in membership activities.
- Provides assistance to help recruit volunteers and structure political action efforts dealing with local, state and national issues.
- Assists higher education local/chapter associations in developing goals and objectives and helps plan and coordinate activities during a personnel, contractual, or political crisis.
- Monitors meetings of the Board of Higher Education.

Workshops, Seminars, Training Programs

- Provides training to local officers and representatives in a number of areas including, but not limited to, membership, political organizing, negotiations, contract maintenance, and protection of legal rights.
- Provides on-site training on lobbying the state Legislature on several issues impacting higher education, such as the annual state budget, the funding of higher education collective bargaining agreements, the enactment of legislation targeted to improve working conditions for higher education employees, etc. This is done in conjunction with members of the Government Relations Division.
- Provides higher education workshops at MTA's Summer Conference.
- Trains local faculty representatives in the following areas: grievance processing, communications and collective bargaining. Training is available in other areas according to the local/chapter association's needs.

Resources and Publications

- Provides an online database, available to local/chapter presidents, with full-text versions of local/chapter association contracts.
- Offers assistance in designing, implementing and analyzing the results of surveys for local associations and for other MTA divisions.

Legal Services Division

General Counsel: Susan (Lee) Weissinger
1.800.392.6175, ext. 8287

The MTA Division of Legal Services provides assistance, including advice and representation, to members who become involved in legal problems. Legal services are provided through MTA attorneys, and in some instances, legal benefits are provided through insurance coverage and reduced fees. The Legal Services Division also represents local associations in lawsuits and provides advice and representation for association activities. Retirement services for pre-retirees are also provided through this division.

Procedure for Obtaining Legal Services

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

- All requests for legal services must be made by the local president.
- If an individual member or the local is seeking legal assistance, the request must be sent from the local president to the field representative or the regional manager who will process it and forward it to the MTA general counsel.
- The MTA general counsel reviews all requests for legal services to determine whether the kind of services requested are covered by the MTA Legal Services Policy.
 - a. If the request is covered by the policy, the general counsel assigns an attorney for an initial investigation of the case.
 - 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 from the general counsel.

Representation of Members

- If a member has employment-related legal problems, including suspension, dismissal, certification and licensure, discrimination, unemployment, retirement, civil service, DSS charges or workers' compensation, representation by one of MTA's attorneys is provided.
- If a member is facing criminal charges for incidents at work, MTA pays the first \$5,000 in defense costs. Members who are acquitted of criminal charges are reimbursed for their defense costs up to \$35,000 under an insurance policy covering MTA members.
- If a member is a victim of assault at work, MTA will provide an attorney to assure that the criminal justice system pursues charges against the offender.
- A member who is sued in connection with his/her employment is usually immune from personal liability under the law in Massachusetts, but members are also covered by an insurance policy that serves as backup to the coverage members have under the law and would fill in if a member's employer refused to provide defense for the member.
- If a member has non-employment legal issues, MTA has contracts with attorneys throughout the state who can provide advice and representation to MTA members. Our attorney referral program will cover most of the non-employment legal problems MTA members may confront and features reduced fees negotiated by MTA and two free half-hour consultations per year, which may be used to determine whether it is necessary to engage an attorney.
- Preparation of agency fee materials for distribution each February.

Pre-Retired Members

- If an active member has questions about retirement, he or she can call the MTA consultant located in the Boston office at 1.800.392.6175, ext. 8240. Regular office hours are Tuesday, Wednesday and Thursday from 9:30 a.m. to 3:30 p.m.
- If a member needs assistance in calculating pension benefits, retirement consultants are available one Saturday each month in regional offices throughout the state. See *MTA Today* for places and times, or check the MTA website, www.massteacher.org. If a member's retirement application involves legal issues, an MTA attorney may be assigned to take the case.

Local Associations

- Representation in any lawsuit brought against the local.
- Representation of the local in cases at the Department of Labor Relations, including agency fee challenges, and at other state agencies.
- Legal advice and representation in real estate, tax issues and other business issues that locals encounter.
- Legal advice on political issues, including constraints on fund-raising by public employees and the laws affecting political contributions by MTA locals.
- Incorporation.
- Emergency access. MTA lawyers are available to provide emergency advice to local presidents on legal issues. Call the Legal Division at 1.800.392.6175 and ask for the attorney on phone duty.

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 Leaders.
- Maternity, Paternity and Family Leave Issues.

Resources and Publications

- Legal opinions. At the request of a local, an MTA lawyer will research and provide a legal opinion on any issue facing the local.
- Liability coverage. Local officers have protection from personal liability for their association activities under an MTA insurance policy. Copies of the policy are available from the general counsel.

MTA Benefits

President: Maryann Robinson
1.800.336.0990

MTA Benefits, a wholly owned subsidiary of MTA, provides members with a vast array of competitive programs to help members with life outside of work. Benefits and services include insurance, financial planning, home mortgages, health and wellness discounts, travel and entertainment. These money-saving programs are designed exclusively for members and their families to help stretch those hard-earned dollars. Superior member service contributes largely to the success of our programs, which are self-funded and not supported by member dues. Information about the thousands of discounts available to members can be found at www.mtabenefits.com or by calling 1.800.336.0990.

Membership Benefits

- Group automobile 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, condominium and renters insurance programs, as well as personal umbrella liability and workers' compensation coverage.
- Home mortgage program, with members receiving an average saving of \$850 (based on a transaction of \$285,000) in reduced closing costs.
- Disability income, critical illness insurance and long-term care protection.
- SBLI Term Advantage, a life insurance policy designed specifically for MTA members and featuring a free child rider at a savings of \$5,000.
- Dental insurance and non-insurance health and wellness discounts including a free prescription drug card, eyewear and hearing aids.
- Tax-sheltered annuity program offering member education on all facets of retirement.
- MTA credit card with cash-back rewards.
- MTA Vacation Center, featuring member-only discounts on cruises, trips to Bermuda and the Caribbean, hotels, car rentals and theme parks.
- Home heating oil and propane.
- Magazine subscriptions.
- Wireless discounts with Sprint and T-Mobile

Resources and Publications

- Visit www.mtabenefits.com for up-to-date information.
- *MTA Benefits and Discount Directory* listing more than 1,000 ways to save with your MTA membership card.
- ACCESS online benefits program with more than 300,000 online and in-store discounts and 140,000 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.
- *Quick Takes* e-newsletter announcing late-breaking deals, new programs and special member events.

Training and Professional Learning Division

Director: Meg Secatore

1.800.392.6175, 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, full capacity local 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, MTA, 20 Ashburton Place, Boston, MA 02108.

<i>Committees of the MTA Bylaws</i>	
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 Ethics Committee	Legal Services
Resolutions Committee	Communications
Retired Members Committee (Requires Election)	Grassroots
Workplace Equity Committee	Legal Services

<i>Policy Committees</i>	
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

<i>Program Committee</i>	
Committee	Division
Full Capacity Local Association Training Committee	Affiliate Services
Government Relations Committee	Government Relations
Human Relations Committee	CEPP
Professional Development Committee	CEPP

<i>Special Project Groups</i>	
Committee	Division
Education Support Professionals Committee (ESP)	Grassroots
Environmental Health and Safety Committee	Affiliate Services
Gay/Lesbian/Bisexual/Transgender Issues Committee	Affiliate Services
Emerging Leaders Planning Committee	Affiliate Services
Investment Committee	Finance and Accounting
State Revenue Enhancement Committee	Government Relations
Strategic Action Committee	Affiliate Services/ Governance
NEA Convention Planning Committee	Governance
New Member Committee	CEPP
Occupational/Vocational Education Committee	CEPP
Student Membership Committee	Affiliate Services

<i>Other Committees or Groups</i>	
Committee	Division
Higher Education Leadership Council	Higher Ed
Large Locals Coalition	Affiliate Services
MTA Retirement Plan Committee	Human Resources
New Presidents Academy Planning Team	Affiliate Services
Public Relations Campaign Committee	Communications
Massachusetts Child	Communications