

Duties of Officers at a Glance – Pembina Hills Local 22

| Position | Duties | What This Means.... |
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| President | <ul style="list-style-type: none"> ▪ Call and chair all meetings ▪ Supervise the affairs of the Local | <ul style="list-style-type: none"> ▪ Call & chair 8 Local Council Meetings (LCM) ▪ Call & chair 8 Local Executive meetings ▪ Chair annual retirement/induction dinner ▪ Chair BUGMs (as needed) ▪ Chair AGM ▪ Report updates at LCMs ▪ 2 ATA meetings, October & February |
| | <ul style="list-style-type: none"> ▪ Represent at representative assemblies | <ul style="list-style-type: none"> ▪ Attend ARA (May long weekend) |
| | <ul style="list-style-type: none"> ▪ Ex officio member on Local committees | <ul style="list-style-type: none"> ▪ Be informed (& attend) all committee meetings (PD, EPC, Social, TBAC) |
| Vice President | <ul style="list-style-type: none"> ▪ Chair meetings when President is absent ▪ Assist President with duties | <ul style="list-style-type: none"> ▪ Chair one or more meetings ▪ Attend LCMs ▪ Follow President’s direction |
| | <ul style="list-style-type: none"> ▪ Member of Teacher Board Advisory Committee (TBAC) | <ul style="list-style-type: none"> ▪ 2 Local meetings, October & April ▪ Report updates at LCMs |
| | <ul style="list-style-type: none"> ▪ Chair nominations committee | <ul style="list-style-type: none"> ▪ Send call for nominations, organize and chair elections at AGM |
| Secretary | <ul style="list-style-type: none"> ▪ Keep accurate records of all proceedings | <ul style="list-style-type: none"> ▪ Write and distribute executive minutes ▪ Write and distribute Local council minutes |
| | <ul style="list-style-type: none"> ▪ Present Executive with all communications | <ul style="list-style-type: none"> ▪ Present communications at LCMs |

| | <ul style="list-style-type: none"> ▪ Prepare and send to ATA statements and reports as required | <ul style="list-style-type: none"> ▪ Update information to Barnett House (about 3 or 4 times per year) |
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| | <ul style="list-style-type: none"> ▪ Prepare and send notices calling all meetings | <ul style="list-style-type: none"> ▪ Email notice for Local Council meetings ▪ Email notice for AGM ▪ Email notice for BUGMs (as needed) |
| Position | Duties | What This Means.... |
| Treasurer | <ul style="list-style-type: none"> ▪ With Executive, prepare annual budget for the Local ▪ Keep accurate records of all moneys received and collected, & take charge of ▪ Prepare an annual financial statement for audit purposes | <ul style="list-style-type: none"> ▪ Prepare annual budget for 1 ATA meeting in May ▪ Keep accurate financial records ▪ Prepare/present statements for LCMs ▪ Prepare annual financial statement ▪ Meet with auditor 2-3 times per year |
| | <ul style="list-style-type: none"> ▪ Make necessary disbursements as authorized by executive or Local council | <ul style="list-style-type: none"> ▪ Write cheques for approved claims |
| Local (ARA) Representatives 3 representatives and 1 alternate - \$150/day honoraria | <ul style="list-style-type: none"> ▪ Represent the Local association at all representative assemblies | <ul style="list-style-type: none"> ▪ Attend ARA – May long weekend |
| | <ul style="list-style-type: none"> ▪ Report proceedings of all representative assemblies to Local ▪ Attend meetings of the Local council ▪ Attend general committee meetings, including regional conferences | <ul style="list-style-type: none"> ▪ ARA reports to LCM ▪ 2-4 Local meetings to write resolutions, discuss resolutions, discuss budget ▪ Attend 1 regional meeting (April/May) |

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| Local Communications Officer (LCO) | <ul style="list-style-type: none"> ▪ Monitor and maintain Local website | <ul style="list-style-type: none"> ▪ Update Local website |
| | <ul style="list-style-type: none"> ▪ Public relations with Local media, with approval of council | <ul style="list-style-type: none"> ▪ Inform newspapers and other media of Local activities |
| | <ul style="list-style-type: none"> ▪ Marketing/organize community events, with approval of Local council | <ul style="list-style-type: none"> ▪ Create posters and other types of advertising for Local activities |
| | <ul style="list-style-type: none"> ▪ Facilitate communication between Local, its members and the community | <ul style="list-style-type: none"> ▪ Send emails to member's private emails as needed ▪ Write and publish newsletters as needed ▪ Attend and report updates at 8 LCMs |
| School Representatives 1 representative for every 20 teachers per school - \$50 awarded as door prizes at last LCM | <ul style="list-style-type: none"> ▪ Attend all meetings of the Local ▪ Represent their staff at Local council meetings ▪ Report Local council meetings to their staff Assist the LCO in compiling a list of school events ▪ Report school issues to Local council | <ul style="list-style-type: none"> ▪ Attend 8 LCMs ▪ Present school updates at LCM for round table discussion and report updates from LCMs |
| | <ul style="list-style-type: none"> ▪ Arrange for an alternate to attend and report in their absence | <ul style="list-style-type: none"> ▪ Ensure that a substitute rep. is present if unable to attend |

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| <p>Teacher Welfare Committee (TWC)*</p> <p>9 members - \$750 honoraria for TWC chair</p> | <ul style="list-style-type: none"> ▪ Identify and interpret the economic and working conditions needs of teachers and to provide the necessary assistance and direction in enforcing the provisions of the collective agreement. ▪ Effect changes to the collective agreement as negotiated and ratified by the teachers. ▪ Consult with Teacher Welfare staff officers, district representative, consultants (as assigned) and members | <ul style="list-style-type: none"> ▪ Investigate and make suggestions regarding working conditions ▪ Update teachers on negotiations ▪ Consult teacher members on needs and areas of improvement within the collective agreement ▪ Refer a dispute to a Representative of the Bargaining Agent (RBA) following appropriate consultation with the membership. |
| | <ul style="list-style-type: none"> ▪ Select the Negotiating Subcommittee (NSC) | <ul style="list-style-type: none"> ▪ Elect NSC and establish operational guidelines for its effective operation. |

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| | <ul style="list-style-type: none"> ▪ Chair – Chair TWC meetings, represent the TWC with the general membership, attend Local Council meetings as required by the Local constitution. | <ul style="list-style-type: none"> ▪ Chair TWC meetings ▪ Report updates to membership ▪ Attend 8 LCM’s |
| | <ul style="list-style-type: none"> ▪ Vice-chair – Act on behalf of the chair in his/her absence. | <ul style="list-style-type: none"> ▪ Follow the Chair’s directions |
| | <ul style="list-style-type: none"> ▪ Secretary – Keep an accurate record of all TWC meetings and perform such other internal communications functions as may be assigned from time to time. | <ul style="list-style-type: none"> ▪ Record and distribute minutes Record and distribute minutes ▪ Maintain all communication documents |

| Committee | Duties | What This Means.... |
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| <p>Social Committee*</p> <p>4 members - \$400 honoraria for SC chair</p> | <ul style="list-style-type: none"> ▪ Organize an Induction and Retirement Social ▪ Organize AGM & Social ▪ The Social Committee will organize other events, as required. | <ul style="list-style-type: none"> ▪ Plan & organize Induction & Retirement Social ▪ Plan & organize AGM & Social ▪ Plan & organize other events as required ▪ Donations as needed |

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| | <ul style="list-style-type: none"> ▪ The Social Chair will make donations of \$100 to the charity of choice for teachers who have passed away while active in PHRD | |
| <p>Professional Development Committee (PDC) *</p> <p>1 representative from each school - \$400 honoraria for PD chair</p> | <ul style="list-style-type: none"> ▪ Attend committee meetings ▪ Be prepared to serve on a subcommittee of the professional development committee ▪ Elect annually from its members a chair, co-chair and/or vice chair ▪ Provide communication for teachers both to and from the PDC ▪ Assess the professional development needs of the teachers and the Local ▪ Develop and promote programs realistic of the needs and resources ▪ Coordinate PD programs in the school system ▪ Provide support for school focused PD programs | <ul style="list-style-type: none"> ▪ Attend meetings (3-4 per year) ▪ Ensure that a substitute representative is present if unable to attend ▪ Chair to attend 8 LCMs ▪ Chair report PDC updates to LCMs ▪ Consult and determine teachers' PD needs ▪ Plan appropriate PD which meets members' needs |
| | <ul style="list-style-type: none"> ▪ Liaise with the Convention Association, specialist councils and other organization involved in professional development | <ul style="list-style-type: none"> ▪ Liaise with convention association, specialist councils and other organizations |

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| Local Political Engagement Officer (LPEO) \$400 honoraria | <ul style="list-style-type: none"> ▪ Raise awareness about important educational issues | <ul style="list-style-type: none"> ▪ Encourage contact with MLAs ▪ Attend 8 LCM's |
| | <ul style="list-style-type: none"> ▪ Organize Local activities during trustee and provincial elections | <ul style="list-style-type: none"> ▪ Arrange Local activities as necessary |
| | <ul style="list-style-type: none"> ▪ Collaborate and communicate with ATA and teachers | <ul style="list-style-type: none"> ▪ 2 ATA meetings – November & March |
| Teacher Convention Representatives* 2 representatives - \$300 honoraria for chair | <ul style="list-style-type: none"> ▪ Attend all meetings of the NCTCA | <ul style="list-style-type: none"> ▪ October, March & June Meetings (mileage + \$50 per meeting for subsidence) |
| | <ul style="list-style-type: none"> ▪ Willingness to chair at least one session at Teachers' Convention and take on one other role, such as working at the Convention front desk, or securing the speakers' coats/personal items in the designated room. There may be other roles as needed, for example: completing delegate counts to help 'right size' the rooms for the number of people in attendance. | <ul style="list-style-type: none"> ▪ Chair 1 session at Teachers' Convention ▪ Take on other roles as requested by NCTCA |
| | <ul style="list-style-type: none"> ▪ Request teachers from the Local to chair sessions at conventions-bring to meeting | <ul style="list-style-type: none"> ▪ Request teachers from the Local to chair sessions at conventions-bring to meeting |
| | <ul style="list-style-type: none"> ▪ One Rep attends LCMs and report updates as needed Reps gather how the Local feels about issues and then use this to vote at the NCTCA meetings. | <ul style="list-style-type: none"> ▪ One Rep attends LCMs and report updates as needed and gathers feedback for NCTCA voting purposes. |

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| <p>Diversity, Equity and Human Rights Committee* 2 members - \$400 honoraria for chair + 1 rep for every 20 teachers per school --not active</p> | <ul style="list-style-type: none"> ▪ Attend all DEHR meetings ▪ Study, advise and report to the Local on matters related to DEHR issues in education ▪ Maintain a liaison with Local agencies dealing with DEHR issues ▪ Facilitate action by the Local related to DEHR issues | <ul style="list-style-type: none"> ▪ Attend 3 meetings a year ▪ Commission or conduct studies related to DEHR issues in education ▪ Chair attends LCMs to report committee work ▪ Advocate for DEHR issues in public education Enhance teacher awareness, capacity and practice related to DEHR topics |
| <p>Teacher Board Advisory Committee (TBAC)* 2 members in addition to the Vice President of the Local</p> | <ul style="list-style-type: none"> ▪ Make recommendations to the Board on any matters NOT related to the collective agreement that pertain to the educational enterprise ▪ Attend all TBAC meetings | <ul style="list-style-type: none"> ▪ Bring forward any teacher concerns that affect their function in their position as teachers ▪ 2 Local meetings a year |

*Members of standing committees (excluding chair) receive \$25.00 (awarded as “*door-prizes*” at last meeting)