

As per the VTGA Constitution (Updated May 2016)

12. DUTIES OF OFFICERS

(a) President

- (i) Shall be the presiding officer of the Association;
- (ii) Shall have general supervision of all matters and affairs of the Association, including the supervision of the office manager;
- (iii) Shall represent or designate another Active Member to represent the Association;
- (iv) Shall speak or designate another Active Member to speak on behalf of the Association. Those speaking on behalf of the Association without authorization from the President may be subject to discipline by the Association;
- (v) Shall make recommendations of appointments to standing committees and other positions as necessary;
- (vi) Shall ensure the continuity of the Association by calling a meeting of retiring and newly elected officers prior to the end of the school year;
- (vii) Shall report in detail on the business of the Association during the year at the AGM
- (viii) Shall represent or designate another Active Member to represent the Association at School Board Meetings and at District Parent Advisory Council Meetings;
- (ix) Shall serve as the second LAR if the Association is entitled to more than one LAR
- (x) Shall serve on the Local Bargaining Committee;
- (xi) Shall serve on the Office Manager's Annual Review Panel.
- (xii) Shall serve as the Local Parent Contact.
- (xiii) Shall serve as Co-Chair of the Professional Relations Committee.

(b) First Vice-President

- (i) Shall perform the duties of the President in his/her absence;
- (ii) Shall be responsible for formulating proposed Constitutional and Policy changes;
- (iii) Shall chair the Elections/Nominations Committee and appoint members as per section 13.f. below;
- (i) Shall serve as an alternate LAR;
- (ii) Shall appoint a Member of the Association, who is not seeking election to run the nominations committee and run the elections at General Meetings and the AGM;
- (iii) Shall ensure that there are sufficient ballots at every General Meeting or AGM where an election is taking place;
- (iv) Shall ensure that Honorary Members may be elected at any General Meeting, provided that such election is not in conflict with any clause of the Constitution of the BCTF when there is not an active past president on the executive committee.
- (v) Shall be available to sign cheques weekly at the Association office.

(c) Past President

- (i) Shall ensure that Honorary Members may be elected at any General Meeting, provided that such election is not in conflict with any clause of the Constitution of the BCTF;
- (ii) Shall serve in a non-voting, advisory capacity to the Executive Committee for a period of one year upon completion of term of office.

(d) Second Vice-President

- (i) Shall perform the duties of the First Vice-President in his/her absence;
- (ii) Shall be responsible for the induction of new members;
- (iii) Shall ensure that retiring members are recognized
- (iv) Shall chair the Community Resources/Sunshine Fund Committee;
- (v) Shall chair the Community Elections Committee and appoint members as per section 13.h. below;

(vi) Shall chair the Personnel Committee.

(e) Treasurer

- (i) Shall be responsible for the preparation of a budget which shall be presented for approval at the May RA;
- (ii) Shall be responsible to review the current year's budget by January 31st of each year and ,where appropriate, bring revisions forward to the February RA meeting;
- (iii) Shall submit in writing a report of the financial condition of the Association at the AGM of the Association;
- (iv) Shall serve on the Personnel Committee;
- (v) Shall serve on the Office Managers' Annual Review Panel;
- (vi) Shall chair the Finance Committee
- (vii) Shall attend or designate the Second Vice President or in his/her absence the LAR to attend all RA meetings to report on financial matters.
- (viii) Shall upon completion of the term of office, turn over to the successor a financial statement of the year's operation;
- (ix) Shall be available to sign cheques weekly at the Association office.

(f) Secretary

- (i) Shall be responsible for recording of minutes of Executive Committee, RA and General Meetings;
- (ii) Shall present to the next Executive Committee meeting the minutes of the RA for information only.
- (iii) Shall present to the next Executive Committee meeting and to the next RA meeting the minutes of any preceding General Meeting or AGM for information only.
- (iv) Shall present to the next General Meeting or AGM the appropriate minutes for approval.
- (v) Shall present to the next RA the minutes of each Executive Committee Meeting and/or General Meeting for information only;

- (vi) Shall ensure that a record of the minutes for monthly meetings and General meetings are suitably filed, as paper and electronic versions, at the Association office.
- (g) Local Association Representative(s)/Alternate(s)
- (i) Shall attend all meetings of the BCTF RA and the BCTFAGM;
 - (ii) Shall keep the members of the Association informed of the business of the BCTF;
 - (iii) Shall be accountable to the members of the Association for his/her voting decisions;
 - (iv) Shall bring to the BCTF RA the concerns and opinions of the Association;
 - (v) Shall chair the BCTF AGM Committee;
- (h) Local Bargaining Chairperson/ Working and Learning Conditions Chairperson/ Grievance Officer
- (i) Shall provide counsel on matters of dispute and clarification related to the Collective Agreement
 - (ii) Shall be responsible for co-coordinating the activities of the Local Bargaining Committee and the Working and Learning Conditions/Grievance Committee;
 - (iii) Shall be the spokesperson of those Committees;
 - (iv) Shall ensure the provisions of Bylaw 6(a) of this document are met;
 - (v) Shall allocate the responsibilities of members of the Local Bargaining Committee and the Working and Learning Conditions/Grievance Committee;
 - (vi) Shall appoint the members to the Local Bargaining Committee and the Working and Learning Conditions/Grievance Committee for ratification by the R.A.
- (i) Professional Development Chairperson
- (i) Shall be responsible for co-coordinating the Professional Development activities of the Association, which may consist of:
 - a. The February Zone Convention;
 - b. The October LSA day;
 - (ii) Shall chair the Professional Development Committee;

- (iii) Shall serve on the Local Bargaining Committee and the Educational Change Committee and the Personnel Committee;
 - (iv) Shall serve on Joint Board/Association Committees (as applicable);
 - (v) Shall be responsible for administering the Professional Development Fund as per the Collective Agreement;
 - (vi) Shall be responsible to manage Professional Development budget line items and report to the R.A. each year;
 - (vii) Shall chair meetings of, arrange for training and provide support for the School Pro D Chairpersons;
 - (viii) Shall chair meetings of and provide support for the Local Specialist Association leaders;
 - (ix) Shall maintain the District Pro D Handbook;
 - (x) Shall coordinate the joint Pro D Activities arranged with the other Locals in the Okanagan Zone;
 - (xi) Shall serve on the District Teacher Development Program or Mentorship Program Steering Committee.
 - (xii) Shall appoint the members to the District Professional Development Committee for ratification by the R.A.
- (i) Social Justice Chairperson
- (i) Shall be responsible for co-coordinating the activities of the Social Justice Committee;
 - (ii) Shall serve on the Local Bargaining Committee, or designate the Social Justice representative;
 - (iii) Shall appoint the members to the Social Justice Committee, for ratification by the RA.
- (j) The TTOC Representative
- (i) Shall co-ordinate TTOC Meetings;
 - (ii) Shall attend and/or (if OCTAV does not appoint) shall appoint two registered TTOCs in the School District to the Local RA.
- (k) Communications/Public Relations Person

- (ii) Shall, together with the president be responsible for the coordination of the production and distribution of the Association's newsletter;
- (ii) Shall, together with the president ensure that the Association's website is kept current;
- (iii) Shall develop for executive approval, a communications/public relations plan; and
- (iv) Shall manage the Public Relations/Advertising budget line items and report to the R.A.

(m) Occupational Health and Safety Chairperson.

- (i) Shall attend all District Joint Occupational Health and Safety meetings.
- (ii) Shall represent the VTA at all BCTF Occupational Health and Safety meetings
- (iii) Shall keep the members of the Association informed of emergent information that relates to Occupational Health and Safety.

(n) Local Aboriginal Education Contact

- (i) Shall attend all Joint Committee meetings that relate to Aboriginal education and employment matters and shall report back to Executive Meetings and the R.A.;
- (ii) Shall encourage communications with the District Aboriginal Education Department and members of the bargaining unit within that Department.