

Executive Member ROLE Descriptions



PRESIDENT

- Shall be the presiding officer of the Association;
- Shall have general supervision of all matters and affairs of the Association, including the supervision of the office manager;
- Shall represent or designate another Active Member to represent the Association;
- 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;
- Shall make recommendations of appointments to standing committees and other positions as necessary;
- 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;
- Shall report in detail on the business of the Association during the year at the AGM;
- Shall represent or designate another Active Member to represent the Association at School Board Meetings and at District Parent Advisory Council Meetings;
- Shall serve as the second LAR if the Association is entitled to more than one LAR;
- Shall serve on the following VTA committees:
 - Local Bargaining Committee
 - Community Resources/Sunshine Fund Committee
 - Finance Committee
- Shall serve on the Office Manager's Annual Review Panel;
- Shall serve as the Local Parent Contact;
- Shall serve on the following Joint Board/Association committees:
- Co-Chair of the Professional Relations Committee
 - Member of the Education Change/Curriculum Change Committee
 - Class Size Committee
 - Discretionary Staffing Committee
 - Salary Grid Placement Committee
 - District Calendar Committee
 - Education Leave Committee

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FIRST VICE PRESIDENT/ WORKING AND LEARNING CONDITIONS CHAIRPERSON / GRIEVANCE OFFICER

- Shall perform the duties of the President in their absence;
- Shall be responsible for the Constitution, Bylaw and Policy committee who formulates proposed Constitutional, Bylaw and Policy changes;
- Shall chair the Elections/Nominations Committee and appoint members
- Shall serve as an alternate LAR;
- 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;
- Shall ensure that there are sufficient ballots at every General Meeting or AGM where an election is taking place;
- 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, Bylaws and/or Policies of the BCTF when there is not an active Past President on the Executive Committee.
- Shall be available to sign cheques weekly at the Association office.
- Shall provide counsel on matters of dispute and clarification related to the Collective Agreement;
- Shall be responsible for co-coordinating the activities of the Working and Learning Conditions/ Grievance Committee;
- Shall be the spokesperson of this Committee;
- Shall allocate the responsibilities of members of the Working and Learning Conditions/Grievance Committee;
- Shall appoint the members to the Working and Learning Conditions/Grievance Committee for ratification by the October RA.

PAST PRESIDENT

- Shall serve on the Elections/Nominations Committee;
- 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, Bylaws and/or Policies of the BCTF;
- Shall serve in a non-voting, advisory capacity to the Executive Committee for a period of one year upon completion of term of office.

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SECOND VICE PRESIDENT

- Shall perform the duties of the First Vice President in their absence;
- Shall be responsible for the induction of new members;
- Shall ensure that retiring members are recognized;
- Shall chair the Community Resources/Sunshine Fund Committee;
- Shall chair the Personnel Committee;
- Shall serve on the Finance Committee and, in the absence of the treasurer, speak about the financial updates at Executive Committee and Representative Assembly meetings.

TREASURER

- Shall be responsible for the preparation of a budget which shall be presented for approval at the first RA following the AGM;
- 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;
- Shall submit in writing a report of the financial condition of the Association at the AGM of the Association;
- Shall serve on the Personnel Committee;
- Shall serve on the Office Managers' Annual Review Panel;
- Shall chair the Finance Committee;
- Shall attend or designate the Second Vice President or, in their absence, the LAR to attend all RA meetings to report on financial matters;
- Shall, upon completion of the term of office, turn over to the successor a financial statement of the year's operation;
- Shall be available to sign cheques weekly at the Association office.

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SECRETARY

- Shall be responsible for recording of minutes of Executive Committee, RA and General Meetings;
- Shall present to the next Executive Committee meeting the minutes of the RA for information only;
- 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;
- Shall present to the next General Meeting or AGM the appropriate minutes for approval;
- Shall present to the next RA the minutes of each Executive Committee Meeting and/or General Meeting for information only;
- 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.

LOCAL ASSOCIATION REPRESENTATIVE(S)/ALTERNATE(S)

- Shall attend all meetings of the BCTF RA and the BCTF AGM;
- Shall keep the members of the Association informed of the business of the BCTF;
- Shall be accountable to the members of the Association for their voting decisions;
- Shall bring to the BCTF RA the concerns and opinions of the Association;
- Shall chair the BCTF AGM Committee;
- In bargaining years, the LAR shall chair the BCTF Bargaining Conference committee;
- Shall chair the Executive and Staff Rep meetings every month;
- Shall act as treasurer at Executive and Staff Rep meetings, if no treasurer nor Second Vice President are available.

LOCAL BARGAINING CHAIRPERSON

- Shall provide counsel on matters of dispute and clarification related to the Collective Agreement;
- Shall be responsible for coordinating the activities of the Local Bargaining Committee;
- Shall be the spokesperson of this Committee;
- Shall allocate the responsibilities of members of the Local Bargaining Committee.

PROFESSIONAL DEVELOPMENT CHAIRPERSON

- Shall be responsible for co-coordinating the Professional Development activities of the Association, which may consist of:
 - The February Zone Convention;
 - The October LSA day;
- Shall chair the District Professional Development Committee;
- Shall serve on the Local Bargaining Committee;
- Shall serve on Joint Board/Association Committees (as applicable); Shall be responsible for administering the Professional Development Fund as per the Collective Agreement;
- Shall be responsible to manage Professional Development budget line items and report to the RA each year;
- Shall chair meetings of, arrange for training and provide support for the School Pro D Chairpersons;
- Shall chair meetings of and provide support for the Local Specialist Association leaders;
- Shall maintain the District Pro D Handbook;
- Shall coordinate the joint Pro D Activities arranged with the other Locals in the Okanagan Zone;
- Shall appoint the members to the District Professional Development Committee for ratification by the October RA.

SOCIAL JUSTICE CHAIRPERSON

- Shall be responsible for co-coordinating the activities of the Social Justice Committee;
- Shall serve on the Local Bargaining Committee, or designate a Social Justice Representative;
- Shall appoint the members to the Social Justice Committee, for ratification by the October RA.
- Shall chair the Community Elections Committee with the Political Action Rep, if there is one.

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TTOC REPRESENTATIVE

- Shall co-ordinate TTOC meetings and activities;
- Shall attend Executive Committee and RA meetings.
- Shall maintain communication with TTOCs in the local through an up-to- date list of personal emails;
- Shall serve on the Local Bargaining Committee, or designate a TTOC representative.

COMMUNICATIONS/PUBLIC RELATIONS COORDINATOR

- Shall, together with the President and the Office Manager, be responsible for the coordination of the production and distribution of the Association's information to members;
- Shall, together with the President, ensure that the Association's website
- and other social media is kept current;
- Shall develop for Executive Committee approval, a communications/ public relations plan; and
- Shall manage the Public Relations/Advertising budget line items and report to the RA.

OCCUPATIONAL HEALTH AND SAFETY CHAIRPERSON

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

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LOCAL ABORIGINAL EDUCATION CONTACT

- Shall attend all Joint Committee meetings that relate to Aboriginal education and employment matters and shall report back to Executive Meetings and the RA;
- Shall encourage communications with the District Indigenous Education Department and members of the bargaining unit within that Department;
- Shall represent the VTA at all BCTF Aboriginal Education meetings;
- Shall encourage communications and increase awareness of concerns that relate to Aboriginal Education.
- Shall be a member of the Truth and Reconciliation Action Committee

BIPOC REPRESENTATIVE

- Shall self-identify as a Black, Indigenous, and/or Person of Colour;
- Shall encourage communications and increase awareness of concerns pertaining to Black, Indigenous, and/or People of Colour.

FRENCH EDUCATION LOCAL CHAIR (FELC)

- Shall represent and advocate for all members who speak French as a first language and for all members who teach French (French Immersion or French as a second language).
- Shall represent the VTA at all BCTF FELC meetings;
- Shall attend all French Advisory Committee meetings and report back to the RA