

## Roles of the Elected OSSTF Representatives at the Branch Level

Branch Representative	Meetings (usual practice)	Description of the representative job/committee
Branch President/ Co-president	TBU Exec each month School-Based Work Team meetings as required	The workplace representative at the school/site Defends Teachers' rights in all matters with respect to the Collective Agreement Assists Members in disputes with each other Monitors and troubleshoots staffing, workload, supervision schedules, teaching preferences...
Collective Bargaining Committee (4 reps + 1 alternate)	Committee meeting each month	Helps to monitor the maintenance of the Collective Agreement at the Branch level Liaises between the committee and the Branch Elects the CBC Executive at the inaugural meeting in June and the Negotiating Team in September One CBC rep sits on the School-Based Work Team
Communication/ Political Action	Committee meeting each month	Follows political issues at Board, Municipal, Provincial, and Federal levels Assists in disseminating information, particularly around political issues and communicates about important political issues to the members
Educational Services	Committee meeting 4-6 times/year	Provides information about Professional Development opportunities and funding to members Helps plan PD through OSSTF Decides on the distribution of funds to members for PD
Status of Women	Committee meeting each month	Monitors the issues relevant to the professional careers of women members of the TBU Gathers and provides information on the status of women Members in our District Advises on improvements to the Collective Agreement and Board Policy related to the Status of Women
Constitution	Committee meeting each month	Monitors the constitutional procedures and advises on improvements/changes to the constitutions of OSSTF
Health and Safety	Committee meetings twice/year	Attends monthly inspections at work site Is a member of the school Health & Safety team Takes staff concerns/complaints to the school administration Distributes Health & Safety information when required Attends training when offered
Friendly Society	No regular meetings	Keeps and updates list of Members of the Friendly Society Collects funds on behalf of the District for new recruits to the Friendly Society
School Council	School Council meetings	Liaises with the School Council to ensure Members rights are respected in directions/ decisions of the Council Helps maintain a positive image of Teachers to the Council
Recruiter	No regular meetings	Promotes OSSTF to members Encourages members to take part in OSSTF activities or to take on leadership roles in the Federation
Anti-Harassment Officer	Present at Branch meeting	Appointed at the beginning of each Branch Meeting. Ensures meetings are conducted in a respectful manner Receives harassment reports when necessary