



Roles & Responsibilities of Executive

All duties and responsibilities for President, Vice-President, Division & LINC Chairs, Executive, Representative, and Committees are all found in the constitution. The proceeding information just highlights some of the key roles and responsibilities of our PAATA.

1. President:

- ☐ Presides over all Representative and Executive meetings
- ☐ The spokesperson and ceremonial representative.
- ☐ Prepares the Councilor Committees and School Assignments.
- ☐ Consults with all executive members and committees.
- ☐ Sees to the updates to the www.paata.ca website.
- ☐ Ensures the proper use of PAATA's social media presence.
- ☐ Supervises all voting and notifies all candidates before notifying the association members.
- ☐ Select a Parliamentarian (annually).
- ☐ Provides general supervision of the association's activities and projects and becomes aware of the responsibilities at the local & provincial level.
- ☐ Ensure that all association correspondence is conducted.
- ☐ The outgoing President shall present a gavel to the President-Elect.
- ☐ Co-chair of the convention committee.

2. Vice-President:

- ☐ Assist the President as warranted.
- ☐ Assume the duties of the President in his/her absence.
- ☐ Assume further duties as assigned by the President.
- ☐ Assume the duties of President and Councilor to the end of the term when the President resigns during his/her term of office.
- ☐ Ensure that floral bouquets are delivered to school/central offices celebrating special events
- ☐ Present an engraved plaque for gavel attachment to the outgoing president.
- ☐ Report on STF Professional Development opportunities to the executive and Representative Assembly.
- ☐ Co-chair of the convention committee.



3. Secretary:

- ☐ Keep the minutes of all association and executive meetings, and make them available the minutes, prior to the next meeting.
- ☐ Keep an accurate record of attendance for all Executive and Rep meetings.
- ☐ Conduct correspondence for the association.
- ☐ All minutes and attendance will be kept on the paata.secretary@gmail.com account.

4. Treasurer:

- ☐ With the President, act as joint trustee of all funds and is Chairperson of the Budget Committee
- ☐ Receives and collects all monies to support the daily operation; pays bills and expenses, and balances accounts.
- ☐ Expenses not included in a budget line shall be considered by the Executive.
- ☐ Draw up a proposed budget and maintain a reserve fund of \$25,000.
- ☐ Prepare and present the finalized budget, proposed member fee, and annual financial statement to the May General Association Meeting for approval.
- ☐ Consult with the Bookkeeper. Bring all receipts and invoices monthly to the bookkeeper.

5. Division Chair(s)

- ☐ Be the liaison between the teachers of the Division and any group with which the teachers are associated.
- ☐ If needed, call a division meeting when needed regarding an issue that does not fall under LINC or Provincial Bargaining.
- ☐ Chair the Division meeting at the convention.
- ☐ Maintaining effective communication between their division teachers and PAATA.
- ☐ Attend PAATA executive meetings and report any pertinent matters.
- ☐ Serve as a direct link to the School Board on matters appearing to be specific to that division.
- ☐ Act as a member of the Nomination Committee.



5. LINC Chair:

- ☐ Lead negotiator and communication representative in local negotiations.
- ☐ Educate members of both the local and provincial agreements.
- ☐ Receive grievances made by the membership and work to resolve them through communications with the Board negotiating committee and the STF.

6. Parliamentarian:

- ☐ The Parliamentarian shall be available to the Association for the purpose of advisement, when necessary

7. Executive:

- ☐ Chair a standing committee
- ☐ Use the PAATA constitution to guide all the decisions.
- ☐ Propose a PAATA membership fee as guided by the budget.
- ☐ Appoint the auditor and present the annual audited statement to the Representative Assembly.
- ☐ Attend all regularly called meetings
- ☐ Approve the selection of a Parliamentarian
- ☐ Keep the organization posted with all communication from the STF.
- ☐ Be assigned as the contact person for a few schools.
- ☐ Assists LINC when necessary
- ☐ If a councilor is unable to attend an annual or special meeting of the council, they must notify the president so a substitution can be designated.

8. Representative Assembly

- ☐ Provide a forum for discussion, gathering, and dispensing of information concerning teacher interests, through staff representatives.
- ☐ Devote at least one meeting a year, or part thereof, to the study of the Constitution.
- ☐ Review the plans presented for each association meeting.
- ☐ Make decisions on the need for any referendum(s).



9. Staff Representative:

- ☐ Stand on a committee on a rotational basis
- ☐ Communicate your staffs' views at Rep meetings.
- ☐ Let your staff know about PAATA activities and information
- ☐ Welcome new staff and inform them about the PAATA
- ☐ Become familiar with the PAATA constitution
- ☐ If an issue arises direct your colleague of the matter to the appropriate personnel; executive member, LINC chair, Division Chair, or Senior Administrative Staff at the STF
- ☐ Sunshine policy – (See PAATA.ca Documents)

Standing Committees:

1. Nomination Committee:

- ☐ Councilor assigned to this committee and the Chairperson(s) of the Division.
- ☐ Prepare a slate of offices and follow the provisions of Elections and Procedures: Nominations, found under the Elections and Vacancies section of this Constitution.
- ☐ Conduct elections according to the provisions of Elections Procedures: Elections, found under Elections and Vacancies of this Constitution.

2. Communications & Advocacy Committee:

- ☐ Externally:
 - Establish and maintain contacts with local radio, television, and press.
 - Develop, each year, an information program about what is happening in our schools, so that a positive influence on public opinion will be seen to come from the P.A.A.T.A.
 - Be directly responsible to the Executive of the association.
 - Increase Public awareness of the Association
 - Build Community Partnerships
 - Maintain a social media presence
 - Ensure a relevant website for the association members.
- ☐ Internally
 - Act as communications advisor to the President of the association.



3. Advocacy/Member Engagement Committee

- ☐ Plan for and create a year plan for Members' Engagement.
- ☐ Create a visible presence with our teachers and schools
- ☐ Create ways to ensure members feel connected and supported by the association.

4 . Constitution Committee:

- ☐ Initiate a regular review of all policies and articles within the constitution as necessary.
- ☐ Bring any recommended changes to the Executive for discussion, then to the Reps for ratification at a General Association Meeting.
- ☐ Meet with the representative assembly when it reviews the Constitution.
- ☐ Incorporate all approved amendments into a new Constitution and circulate copies (or online PDF) of the amended constitution to all reps, committee members, executive members, school Staff, etc.
- ☐ Provide amended constitutions to the Executive of the Saskatchewan Teachers' Federation.
- ☐ Be sure to follow the process for any recommended changes to the constitution

6. The Resolutions Committee:

- ☐ Encourage members to submit resolutions that address teacher concerns locally and provincially.
- ☐ Assist in the formulation of resolutions and prepare copies of resolutions for distribution.
- ☐ Present all resolutions to the Executive, then to the Reps for ratification before submitting to the floor of the Provincial Council.
- ☐ Moderate the debate over resolutions.

7. Honorary Membership and Induction Committee:

- ◆ Honorary Membership Procedures:
 - Up to 3 Superannuates can be honored with honorary membership.
 - In January, issue a call for nominations for honorary membership in PAATA.
 - Nominations received shall be supported by resumes.
 - Present the list of the nominees and resumes to the Executive at their January meeting for selection by the Executive.
 - Present the selected nominees to the Representative Assembly for ratification.
 - An invitation will be extended to each honorary member and a guest to attend the Superannuation Banquet.
 - Honorary Members will be recognized at Superannuation Banquet.
 - A list of Honorary Members is found on PAATA.ca.



◆ Induction Procedure

- Request a list of new employees from PACSD & SRSD119.
 - Cross-reference the list with a rep survey of new members.
- Issue a call for members who are:
 - New to the Prince Albert and Area Teachers' Association
 - New to the Saskatchewan Teachers' Federation.
- Prepare a list of new members and present the list to the President on or before the first of October.
- Assist the President of the Prince Albert and Area Teachers' Association in preparing the New Members Induction Ceremony.

8. Superannuation Committee:

- ☐ Contact the employing school boards each year to obtain a list of superannuating teachers.
- ☐ Select and book an appropriate facility for the Superannuation Banquet.
- ☐ Organize the Superannuation Banquet which shall be held the third Wednesday of June annually or other appropriate date as determined by the committee.
- ☐ Arrange for a gift of a cheque, equal to that year's PAATA fees, to be presented to each superannuate on behalf of the P.A.A.T.A.
- ☐ Send invitations to Superannuates and guests.
- ☐ Contact the STF with the list of superannuates.



Appendix A

Code of Professional Ethics:

These are the ethical ideals for Saskatchewan teachers:

- To act at all times in a manner that brings no dishonor to the individual and the teaching profession.
- To act in a manner that respects the collective interests of the profession.
- To make the teaching profession attractive in ideals and practices so that people will desire to enter it.
- To respond unselfishly to colleagues seeking professional assistance.
- To respect the various roles and responsibilities of individuals involved in the educational community.
- To inform an associate before making valid criticism, and inform the associate of the nature of the criticism before referring the criticism of the associate to appropriate officials.
- To support objectively the work of other teachers and evaluate the work of other teachers only at the request of the other teacher or when required by the role of a supervisor.
- To strive to be competent in the performance of any teaching services that are undertaken on behalf of students, taking into consideration the context and circumstances for teaching.
- To deal justly, considerately, and appropriately with each student.
- To develop teaching practices that recognize and accommodate diversity within the classroom, the school, and the community.
- To respect the right of students to form their own judgments based upon knowledge.
- To encourage each student to reach the highest level of individual development.
- To seek to meet the needs of students by designing the most appropriate learning experiences for them.
- To implement the provincial curriculum conscientiously and diligently, taking into account the context for teaching and learning provided by students, the school and the community.
- To be consistent in the implementation and enforcement of school, school system, and provincial Ministry responsible for PreK-12 education policies, regulations, and rules.
- To render professional service to the best of the individual's ability.
- To keep the trust under which confidential information is exchanged.
- To keep parents and the school community informed of and appropriately involved in decisions about educational programs.



- To model the fulfilment of social and political responsibilities associated with membership in the community.
- To protect the educational program from exploitation.
- To seek to be aware of the need for changes in local association, Saskatchewan Teachers' Federation, school, school division and provincial Ministry responsible for PreK-12 education policies and regulations and actively pursue such changes.