



# DUTIES OF THE STAFF REPRESENTATIVES & SUNSHINE POLICY

## DUTIES OF THE STAFF REPRESENTATIVES

- Inform teachers of the activities of the Association. Be sure information is shared regularly with the teachers on your staff.
- Welcome teachers new to their staff and inform them about the PAATA.
- Share your staff's views at the Representative meetings. Share issues that may come up on your staff with the Reps and Executive.
- Support the work of all portfolios/committees.
- Be aware of the Constitution and Policies of the Association, and please let the Executive know of any necessary changes.
- Direct possible grievances about the Federation and Association matters to the appropriate personnel (i.e., Councilor, President of the Association, LINC Chairperson, Division Liaison, or STF personnel)
- Supervise voting in the schools as requested.
- Arrange for the implementation of the current Association Sunshine Policy.

## SUNSHINE POLICY (Revised November 2022)

- A standard floral arrangement (Rose Bowl), accompanied by a florist card, is sent on behalf of the PAATA to:
  - Any member of the Association who is hospitalized.
  - Any member of the Association who has suffered the loss of a member of their immediate family. Immediate family is defined as: spouse, mother, father, brother, sister, child, parent-in-law, sister-in-law, brother-in-law, daughter-in-law, grandchild, grandparent, or common-law spouse.
  - The family of a member of the Association in the event of the death of a member.
  - Any member of the Association up the birth or adoption of a child.
  - Any member of the Association suffering a prolonged illness of three weeks or more.

|                                                                                                                 |                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <p style="color: #4b4b9b;"><b>Scentiments Floral</b><br/>1221 Central Ave, Prince Albert<br/>(306) 763-7333</p> | <p style="color: #4b4b9b;"><b>Shellbrook Flowers 'n More</b><br/>13 Main St, Shellbrook<br/>(306) 747-3960</p> |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

Second Option:  
Purchase a gift on behalf of the PAATA  
for a maximum of \$25.00 (Gift Card, Personalized Gift, etc.)  
(Requisition form must be attached to the receipt for reimbursements)