



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 to the proper use PAATA social media presence
- Supervises all voting and notifies all candidates prior to notifying the association members
- Select a Parliamentarian (annually)
- Provides general supervision of association's activities and projects and become aware of the responsibilities at the local & provincial level
- Ensure that all association correspondence is conducted.
- 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.

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.



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; pay bills and expenses, and balance accounts.
- Expenses not included in a budget line shall be considered by the Executive.
- Draws up a proposed budget and maintain a reserve fund
- Prepare and present the finalized budget, fee and annual financial statement to the May General Association Meeting for approval.

5. Division Chair(s)

- Be liaison between the teachers of the Division and any group with which the teachers are associated with.
- 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 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 decision.
- 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 assignment 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 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 with relation to 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 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 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 and all recommended changes to the Executive for discussion, then to the Reps for ratification
- Meet with the representative assembly when it reviews the Constitution.
- Incorporate all approved amendments into a new Constitution and circulate copies of the amended constitution to all rep, committee members, and executive members, school Staffs, etc.
- Provide amended constitutions to the Executive of the Saskatchewan Teachers' Federation.
- Be sure to follow process for any recommended changes to the constitution

6. The Resolutions Committee:

- Encourage members to submit resolutions which 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 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 Convention
- A list of Honorary Members are found in Appendix A

❖ Induction Procedure

- 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 role as 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 recognizes and accommodates 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.