

LOCAL ASSOCIATION Role Definitions

Below are examples of statements that define key officer and governance roles within a local association. This is not an inclusive list but is meant to demonstrate the variety of definitions found in local associations in Saskatchewan. Local associations are encouraged to connect with the STF if seeking examples of role definitions not included on this list.

Officers

A. Chairpersons of Committees

- 1) Supervise the activities of the committee.
- 2) Call meetings of the committee as required.
- 3) Act as chair of all committee meetings.
- 4) Be prepared to provide a report to the representative assembly when requested.
- 5) Prepare a written report of the committee to be presented at the annual general meeting.
- 6) Prepare and submit a budget and administer all funds where applicable.
- 7) Orient the incoming chairperson and attend at least one of the subsequent meetings.

B. Councillors

- 1) Have duties in accordance with the policies and bylaws of the Saskatchewan Teachers' Federation and the Teachers' Federation Act.
- 2) Keep the membership informed on the work and activities of the STF.
- 3) Report to the association the activities of the STF.
- 4) Prepare and present a report of the activities of the STF and of the local councillors at the annual general meeting.
- 5) Provide collegial support to local members such as how to access Federation support and services.
- 6) Attend staff meetings as requested to provide information in matters pertaining to the STF.
- 7) Represent the Association at liaison meetings with the school division or board of education.
- 8) At least one councillor will be appointed to each committee.

C. Past President

- 1) State their intention to hold the office by May 31.
- 2) Hold the position for one year immediately following their presidential term.
- 3) Be available for advice and guidance.
- 4) Carryout such other duties as deemed necessary by the Association executive.

D. President

- 1) Supervise, in general, the activities of the organization.
- 2) Preside over the meetings of the Association executive.
- 3) Call all meetings of the executive as necessary.
- 4) Preside over the meetings of the representative assembly.
- 5) Call all meetings of the representative assembly.
- 6) Be a member ex-officio of all committees.
- 7) Automatically, upon election, be one of the STF councillors representing the teachers of the Association.
- 8) Call general meetings as deemed advisable.
- 9) Preside over all general meetings.
- 10) Appoint a secretary and a treasurer.
- 11) Act, with the vice-president and the treasurer, as signing authority for the organization.
- 12) Submit to the annual general meeting, a written report of the activities of the organization since the last annual general meeting.
- 13) Provide leadership in all executive functions.
- 14) Ensure that information regarding the Association is available to each staff.
- 15) Promote the work of the Association through regular school visitations.
- 16) Maintain ongoing communication with the director and the board chairpersons of the school division.
- 17) Take a leadership role in ongoing communication and liaison with STF staff.
- 18) Coordinate the annual induction ceremony for members new to the STF.
- 19) Ensure that members of the executive receive the necessary information and training for their positions.
- 20) Maintain a permanent office to facilitate communication within and representation of the Association.
- 21) Provide, in a timely manner, all necessary information to the STF as requested.
- 22) Oversee the development and implementation of a strategic direction, in consultation with the executive.
- 23) Be the chief spokesperson making representations on behalf of the teachers to the board of education, the public, the news media, and other organizations when necessary.

E. School Staff Representatives

- 1) Attend all meetings of the representative assembly or make arrangements for an alternate from the school to attend in their place.
- 2) Act on behalf of the staff they represent in taking views and concerns to the representative assembly.
- 3) Ensure that the proceedings and decisions of the representative assembly are shared with all of the other members of the school.

F. Secretary

- 1) Keep accurate minutes of:
 - a. The annual general meeting.
 - b. Executive meetings.
 - c. Representative assembly meetings.

- d. Special meetings of the members.
- 2) Carry out all correspondence of the organization and file any documents.
- 3) Act as custodian of the constitution, minutes, and correspondence of the Association.
- 4) To notify members of the representative assembly and executive of regular and special meetings.

G. STF School Staff Liaisons

- 1) Act as a liaison between your colleagues and the provincial organization.
- 2) Gather and distribute information to members as requested by the provincial organization.
- 3) Guide members in your school to the resources, services and supports provided by the Federation.
- 4) Share the experiences and questions brought forward by teachers with the provincial organization.
- 5) Keep the teachers whom they represent fully informed on Federation activities.
- 6) Arrange for regular time at staff meetings to report on STF matters.
- 7) Assist with STF votes when required.

H. Treasurer

- 1) In consultation with the president prepare an annual budget to be presented at the first executive meeting and to be reviewed by the representative assembly. The final proposed budget shall be presented at the annual general meeting for approval by the membership.
- 2) Keep an accurate, up-to-date record of receipts and expenditures.
- 3) Preserve receipts for expenditures to be submitted for inspection annually by auditors appointed by the representative assembly.
- 4) Prepare and present a monthly financial report to be reviewed at representative assembly meetings.
- 5) Prepare a financial statement to be presented at the annual general meeting.
- 6) Act, with the president and the vice-president, as signing authority for the organization.
- 7) Record and store/archive the financial statements of the Association as a permanent record for a period of seven years.
- 8) Receive and deposit all monies payable to the organization and ensure that all authorized payments by cheque are authorized by two signatures as determined by the Association executive.
- 9) Be responsible for cheques payable for expense vouchers (i.e., Association executive expenses, meeting expenses) in a timely manner.
- 10) Prepare an official expense form to be used by committee chairpersons to maintain financial records.
- 11) Make available all information required by auditors/reviewers for auditing/reviewing at the end of each fiscal year.
- 12) As per the LINC Agreement, contact the human resources department to confirm authorization for automatic monthly withdrawals of Association fees.

I. Vice-President

- 1) Assume duties as determined by the Association executive.
- 2) Act, with the president and the treasurer, as signing authority for the organization.

- 3) In the absence of the president, assume the duties of the president.
- 4) In cooperation with the president, assist with the presidential duties.
- 5) Carryout such other duties as deemed necessary by the Association executive.
- 6) Assume the office of the president in the event that the president is unable to complete the term of office, until such time as an election can be held or the president is able to resume duties.
- 7) Chair meetings of the representative assembly.

Committees

A. Budget Committee

- 1) Consist of the treasurer, president and vice-president.
- 2) The chairperson shall be the treasurer.
- 3) Receive reports and recommendations from all committees and portfolios.
- 4) Develop a proposed budget for the next year based on the actual expenses of the current year, the anticipated expenses, and the recommendations included in the reports of the committees and portfolios.
- 5) Maintain a reserve fund of the approved budget to provide "permanent" securities to fund unanticipated expenses and to provide for operational expenses from July to November.
- 6) Present the proposed budget to the school staff representatives for possible revisions.
- 7) Prepare and present the finalized budget, fee, and annual audited financial statement to the annual general meeting for approval.

B. Communications Committee

- 1) Provide information through the media to the public regarding events and goals of the Association.
- 2) Encourage communication among all schools.
- 3) Promote recognition of the STF, its members, and its organization.
- 4) Collaborate with the school division communications coordinator or designate.

C. Liaison Committee

- 1) The liaison committee shall promote the local association to the board of education.
- 2) The liaison committee shall be the president, vice-president and STF councillors.
- 3) The liaison committee shall meet at the request of the board of education, and/or, request of division administration staff and/or association executive.
- 4) The liaison committee may request a meeting with the board of education upon approval of the executive.

D. Local Implementation and Negotiation Committee

- 1) Consult with the STF on draft language to ensure alignment and legality.
- 2) Attempt to determine the needs of the teachers prior to commencing bargaining.
- 3) Negotiate a local agreement with the school division.
- 4) Submit any changes to the local agreement to teachers for a ratification vote.

E. Nominations Committee

- 1) Recruit candidates to fill the slate of positions open for election at the annual general meeting.
- 2) Present the slate of recruited and willing candidates at the annual general meeting.
- 3) Accept nominations from the floor for any open positions.
- 4) Chair the elections portion of the annual general meeting.
- 5) Ensure the election process is transparent and follows all policies and established procedures.

F. Partnership Advisory Committee

- 1) The partnership advisory committee shall discuss issues of interest with division administration.
- 2) The partnership advisory committee shall consist of the past president (if applicable), president, vice-president and the chair or a representative from the local implementation and negotiation committee, professional development committee, and the STF councillor team.
- 3) The committee may meet with other stakeholders within the educational community.

G. Professional Development Committee

- 1) Appoint a chairperson who will attend all representative assembly meetings.
- 2) Organize and conduct in-service activities.
- 3) Establish and maintain an effective professional development program in accordance with the wishes of the teachers.
- 4) Work with the STF to promote the professional growth of teachers.
- 5) Collaborate with the school division on division professional development opportunities.
- 6) Report pertinent information to the representative assembly and executive.
- 7) Present budget requests to the treasurer prior to the end of the school year.
- 8) Work with other stakeholders in planning a convention.

H. Resolutions Committee

- 1) Receive resolutions from the members.
- 2) Provide information regarding the deadline for the submission of resolutions.
- 3) Outline the procedure for submission of resolutions.
- 4) Provide a list of all resolutions regarding constitutional amendments to school staff representatives at least one week prior to the annual general meeting.
- 5) Prepare the resolutions in written form.
- 6) Chair the resolutions portion of the annual general meeting.

I. Social Committee

- 1) The social committee will organize and promote social activities for members.

J. Superannuation Recognition Committee

- 1) The superannuation recognition committee shall promote the annual recognition of superannuates.

Governance Bodies

A. Executive

- 1) Receive, consider, and act upon the views and requests presented to it by the members of the Association.
- 2) Establish effective liaison with, or representation to, the division board so that teachers may aid in determining the education practice and objectives of the board.
- 3) Maintain an effective liaison with the STF.
- 4) Establish and maintain an effective channel of communication with the community.
- 5) Maintain a direct contact with the negotiating representatives, both at the local and provincial levels, and keep those representatives fully aware of the wishes of the teachers regarding all conditions of employment.
- 6) Establish and maintain an effective professional development program in accordance with the wishes of the teachers.
- 7) Maintain a constant liaison with the directors of education or designate.
- 8) Establish ad hoc and standing committees to study and recommend action on specific issues.
- 9) Administer the funds of the Association in accordance with the directions of the membership.
- 10) Deal with the resolutions and submit the resolutions to the STF or appropriate local body, depending on the content of the resolution.
- 11) Recommend the fees to be paid by each member and present the recommendation to the representative assembly.
- 12) Ensure that each new teacher is informed about the Association.
- 13) Call the annual general meeting.
- 14) Appoint, for the annual general meeting, the following committees when required:
 - a. Nominations Committee
 - b. Resolutions Committee

B. Representative Assembly

- 1) Act as the intermediary decision-making body between the membership and the STF.
- 2) Approval of draft budgets for consideration by members.
- 3) Adoption of policies.
- 4) Election of a vice-president.
- 5) Election of STF councillors.
- 6) Election of a local implementation and negotiation committee.
- 7) Election of a professional development committee.
- 8) Election of a communications committee.
- 9) Consideration of reports and information from committees.
- 10) Consideration of reports and information from educational partners and the STF.
- 11) Approval of resolutions to be considered by the STF Council on behalf of the Association.