

## **General Roles and Responsibilities of the CRDTA Executive Committee Members:**

1) To abide by the constitution, by-laws, and Policies of the CRDTA:

*A) Constitution: CLAUSE 2 -- PURPOSES*

*The objects of this Society (CRDTA) shall be:*

- (a) To promote the cause of education in the public schools of School District #72.*
- (b) To raise the status and promote the welfare of the teaching profession in the district.*
- (c) To carry on such activities as may from time to time be prescribed or approved by the British Columbia Teachers' Federation.*
- (d) To represent its members and to regulate relations with their employer through collective bargaining of terms and conditions of employment.*
- \*e) to defend and uphold the Collective Agreement and the rights of all members of the CRDTA**

## **Roles and Responsibilities of the President**

*Policy 6: PRESIDENT*

- a) The president shall represent the interests of the CRDTA and the BCTF in the district.*
- b) The President shall be responsible to provide members with information and advice regarding: the School Act; Collective Agreement; School Board Policy; and Constitution, Policies and Services of the BCTF and of the CRDTA; and other professional matters.*
- c) The President shall participate in the initial investigation of learning conditions and personnel problems in the district.*
- d) The President shall meet with each school staff upon request to provide information to the staff and to provide staff input into CRDTA committee operation.*
- e) The President shall insure that each Officer, Chairperson, and Staff Rep knows his/her role in the Campbell River District Teachers' Association.*
- f) The President shall chair the CRDTA Liaison Committee and select members as required.*
- g) The President or a Delegate shall attend all Board meetings and report to the following Executive meeting.*
- h) The President shall be present at all arbitration meetings.*

- i) All items of communication shall be directed through the President. All press releases from the CRDTA which are a matter of opinion are to be attributed to the President and given by him/her.*
- j) In the event of absence of the President, release time for the 1<sup>st</sup> Vice President shall be at the discretion of the Table Officers.*

*Bylaw 5 d) The President shall:*

- 1) be the presiding officer of the Association*
- 2) be the Chairperson of the Executive Committee and a member ex-officio of all Committees*
- 3) have general supervision of all matters and affairs of the Association;*
- 4) provide a printed report at the Annual General Meeting*
- 5) be the 'alternate' to the Local Association Representative, and shall attend each British Columbia Teachers' Federation Representative Assembly meeting at Association expense.*
- \*6) be the official spokesperson for the Association, both with Senior Administration and any outside agencies**
- \*7) respond to individual members' concerns or problems and try to find solutions**
- \*8) lead the BCTF Annual General Meeting delegation**
- \*9) be responsible for handling the local's grievances**
- \*10) be responsible for member communications (newsletters, memos, notices to staff reps or membership), unless they are delegated to another officer**
- \*11) call all meetings of the Table Officers, Executive, Representative Assembly, Staff Reps and the Association (general meetings). The President shall be chairperson of such meetings or delegate the chair to another officer. Meetings may be called upon request of other members.**
- \*12) answer daily correspondence and send correspondence as the need arises**
- \*13) visit schools to talk to the members at large**
- \*14) coordinate the duties of other members of the Executive and ensure that they are carried out**
- \*15) be a member of the School District Budget Briefing Committee**
- \*16) attend the Summer Leadership conference or send a delegate**

- \*17) prepare agendas in advance of Executive, Representative Assembly, Staff Rep and General meetings**
- \*18) represent the Association at official ceremonies or assign a delegate**
- \*19) authorize paid release time for other Executive members as deemed necessary to conduct union business**
- \*20) work with the Treasurer in developing the annual budget of the CRDTA**
- \*21) ask one of the Vice Presidents or the Recording Secretary to proofread written submissions if deemed necessary**
- \*22) organize SURT sessions for Staff Reps and Executive members and coordinate SURTs with the Pro D Chair and Health and Safety Chair for their reps**

***Policy 5: TABLE OFFICERS***

***A) Membership***

*Shall consist of President, Past President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Local Association Representative*

***a) Duties and Responsibilities***

- i) Table Officers' meetings are called at the discretion of the President.*
- ii) Table Officers shall assist and advise the President.*
- iii) Table Officers shall make recommendations to the Executive.*
- iv) Table Officers shall prepare BCTF resolutions and organize the AGM delegation.*
- v) Table Officers shall organize the Induction ceremony for teachers new to the District.*
- vi) Table Officers, in conjunction with the Board, shall organize a social function for retiring teachers.*
- vii) Table Officers shall examine and review all policies and procedures and prepare advice on proposed additions, deletions and amendments of the CRDTA Constitution, By-Laws and Policies.*

**Roles and Responsibilities of the Vice Presidents**

*The 1<sup>st</sup> Vice President, or in his/her absence the 2<sup>nd</sup> Vice President, shall:*

- 1) perform the duties of the President in his/her absence*
- \*2) be Chairperson at the General meetings**
- \*3) be an alternate chairperson at all other meetings**
- \*4) attend all Executive and General meetings**
- \*5) proofread any communications if asked to do so by the President**

## **Roles and Responsibilities of the Secretary**

*The Recording Secretary shall:*

*1. keep accurate minutes of all meetings of the Table Officers, the Executive Committee, the Representative Assembly, and General Membership*

**\*2) submit all minutes to the Office Manager for archiving and distribution**

**\*3) proofread any communications if asked to do so by the President**

## **Roles and Responsibilities of the Treasurer**

*The Treasurer shall:*

*1) Receive, disperse, and accurately account for all monies within budget allocation. He/she shall disperse monies beyond this allocation only on the instruction of seventy-five (75) per cent of the Executive Committee, or the Representative Assembly, or a general meeting.*

*2) Ensure that all monies received are deposited at a local Chartered Bank and/or Credit Union to the credit of the Association and shall draw on these funds by cheque signed in accordance with a resolution of the Executive Committee, or the Representative Assembly, or a general meeting. **Cheques shall be signed by any two of the following Officers: Treasurer, President, 1<sup>st</sup> Vice President, or 2<sup>nd</sup> Vice President***

*3) Ensure that any expenditure of more than \$500 shall not be allowed at a general meeting unless it has been reviewed by Executive Committee meeting, or a Representative Assembly meeting.*

**\*4) Assist the President in drafting an annual budget for the Association**

**\*5) Present the annual budget to each Annual General Meeting**

**\*6) Oversee the books of account of the Association in accordance with GAAP (Generally Accepted Accounting Principles), and submit them for audit at the end of June each year**

**\*7) Act as the Strike Pay Coordinator (may share this job with another member of the Executive Committee)**

## **Role and Responsibilities of the Local Association Representative:**

*The Local Association Representative Shall:*

*1) Represent the Association at all meetings of the Representative Assembly of the British Columbia Teachers' Federation.*

2) *Keep the Association informed of all matters concerning the Representative Assembly and other provincial matters pertaining to the welfare of this Association, as stated in provincial policy.*

**\*3) assist the President in the exchange and interpretation of information between the BCTF and the local**

4) *Policy 4 m) BCTF Activities: The Local Association Representative shall scrutinize minutes of the BCTF Executive meetings and time shall be set aside at each CRDTA Executive meeting for discussion of BCTF activities.*

**\*5) attend the BCTF Annual General meeting**

**\*6) attend CRDTA Staff Rep meetings**

**\*Duties and Responsibilities of Past President**

**The Past President Shall:**

1) **serve as a Table Officer within the CRDTA Executive, should they remain a member of the Bargaining Unit**

2) **whenever possible, serve for at least a one-year term**

3) **be Chairperson of the Nominating Committee, who, with one other Table Officer, shall present a list of candidates for each position to be filled at the Annual General Meeting.**

**Definition, Responsibilities, and List of Standing Committees**

**BY-LAW 6 -- STANDING COMMITTEE**

a) *The Association shall have Standing Committees whose Chairpersons shall be elected in the manner established in By-Law 4(a) and 4(b) and 4(c).*

*Other committees may be formed from time to time by the consensus or resolution of the Table Officers, the Executive Committee, the Representative Assembly, or a general meeting.*

b) *The Association shall have the following Standing Committees: (Committee Chairs)??*

- Bargaining*
- Teachers Teaching On Call (TTOC)*
- Health & Safety*
- Social Justice*
- Professional Development*
- Working & Learning Conditions*
- Aboriginal Education*

**\*In Election years, we also have a Local Election Contact.**

**\*A Standing Committee:**

- 1) is a committee that has an elected Chair as determined at the Annual General Meeting, who sits on and reports to the Executive Committee**
- 2) holds meetings as necessary throughout the school year**

**\*OR a Committee Chair:**

- 3) whenever possible, has a network of representatives at numerous school sites throughout the district**
- 4) holds meetings as necessary throughout the school year**

**Responsibilities:**

**All Association Standing Committees Shall:**

*Policy 7: a) General Duties of Committees*

- i) All Standing Committees should prepare and preserve a record of the minutes of their meetings.*
- ii) All committees shall submit to the Executive a written report of the important developments and information for distribution to the membership*

- \*1) submit their minutes and report their activities to the Executive Committee through their Chairperson**
- \*2) recommend to the Executive Committee action in the interests of the membership as a whole, or in part**
- \*3) receive materials and resources from their Chairperson to assist teachers with areas of the curriculum that fit into their committee's area of interest**
- \*4) organize appropriate activities or initiatives and assist teachers with their implementation**

**\*OR All Committee Chairs shall:**

- 1) recommend to the Executive Committee action in the interests of the membership as a whole , or in part**
- 2) distribute materials and resources to assist teachers with areas of the curriculum that fit into their area of interest**
- 3) organize appropriate activities or initiatives and assist teachers with their implementation**

*Policy 7: c) Committee chairpersons shall submit a written report/recommendations to the Executive Committee prior to distribution at the Annual General Meeting*

## **Bargaining Committee**

### *Policy 8 a) Membership*

*i) The Bargaining Committee shall consist of the Executive Committee, Past Bargaining Chair, and two additional members elected by the membership.*

### *b) Duties and Responsibilities of the Bargaining Committee*

*i) The Committee shall solicit recommendations for negotiations from Standing Committees and the general membership.*

*ii) The Committee shall recommend negotiation items to the Representative Assembly.*

*iii) The Committee shall coordinate and, where necessary, initiate research on negotiation items.*

### *c) Negotiations*

*i) The Bargaining Committee shall appoint a Negotiating Team consisting of: the President, the Bargaining Chairperson, the Chief Negotiator and up to two members of the Association, subject to ratification by the Rep Assembly.*

*ii) The Bargaining Committee shall recommend a Chief Negotiator to be ratified by the Representative Assembly of the Campbell River District Teachers' Association.*

*iii) The Negotiating Team shall act as the sole bargaining agent for matters related to salaries and working and learning conditions, and all other matters, for the Campbell River District Teachers' Association.*

*iv) The Negotiator may be the Chairperson and Chief Spokesperson for the Negotiating Team.*

*v) The Negotiating Team shall present bargaining objectives to the Board.*

*vi) The Negotiating Team shall negotiate with the Board's Negotiating Committee.*

*vii) The Negotiating Team shall report regularly to the Bargaining Committee during negotiations.*

*viii) The Negotiating Team shall report to the Executive and Bargaining committees prior to making a recommendation on ratification to the General Meeting.*

*ix) The Negotiating Team shall make recommendations concerning ratification of a contract to a General Meeting.*

*x) The Board shall be advised that the CRDTA Negotiating Team does not have the authority to close without presenting the package to the Bargaining Committee and Executive Committee for their consideration.*

*xi) The Negotiating Team shall ensure that all BCTF Executive recommendations on agreements are made available in writing to the CRDTA Executive.*

*xii) The Negotiating Team shall present all recommendations regarding bargaining from the BCTF Executive Committee to the General Meeting for its information.*

*d) Special Interest*

*The Bargaining Committee or Negotiating Team may call together a group of teachers to discuss salary or working condition matters which pertain specifically to it.*

*e) Arbitration Meetings*

*Representatives of the Negotiating Team shall be present at all arbitration meetings.*

**\*f) The objectives of each year's local negotiations shall be ratified by a general meeting of the Campbell River District Teachers' Association.**

**\*g) The Negotiating Team shall prepare all the clauses and rational necessary for negotiations. The Bargaining Committee shall approve all clauses that are to be negotiated.**

**\*h) The Negotiating Team shall negotiate the agreement, and negotiations will only take place at specifically designated places and times with the team present.**

**\*i) The Negotiating Team should negotiate for the most part during school hours.**

**\*j) The Negotiating Team shall discuss general ground rules with the Board's negotiating team on or before the first negotiating meeting.**

**\*Specific Duties of Committee Chairpersons:**

**1) The Bargaining Chairperson shall attend Bargaining conferences and other BCTF meetings or conferences where there are specific workshops for Bargaining Chairs.**

**\*The Social Justice Chair shall:**

**1) initiate and plan activities to further the Social Justice Programs.**

**2) provide liaison between Provincial and local Social Justice Committees.**

**3) be responsible for the distribution of the Social Justice materials and shall initiate and plan activities to combat issues such as sex discrimination, poverty and racism, and promote multiculturalism.**

**4) provide materials and assistance for teachers, students, and others to help counterattack sex discrimination, poverty and racism.**



- 5) **organize contacts for communication and for carrying out activities.**
- 6) **assist teachers and students in combating racism and sexism and poverty, and in promoting multiculturalism and gender equity through school based and district-wide workshops, programs and other activities.**
- 7) **coordinate with other chairpersons such as the Aboriginal Education Chair, the WLC Chair and the LEC, when they have issues in common.**
- 8) **Attend Summer Conference, Zone meetings or any other BCTF meetings where there are specific workshops for Social Justice Chairs.**
- 9) **perform other duties assigned by the Executive**

**\*The Aboriginal Education Chair shall:**

- 1) **develop a network of teachers from across the district who are interested in Aboriginal Educational issues (the Ab. Ed. Committee) to create an awareness of the importance of Aboriginal Education.**
- 2) **work with that network of teachers to establish and promote initiatives and activities related to aboriginal education.**
- 3) **distribute materials to support aboriginal education student programs.**
- 4) **assist teachers in evaluating educational print and non-print materials in order to determine if they contain discriminatory or stereotyping content.**
- 5) **monitor the Board's equity policy.**
- 6) **serve as a liaison to the Aboriginal Principal and provide CRDTA input into the Aboriginal Enhancement Agreement.**
- 7) **serve as a liaison for the CRDTA with the Aboriginal community.**
- 8) **work with the Chairs of the Social Justice and WLC Committees and the LEC on issues that affect these areas.**
- 9) **attend Zone meetings and other BCTF meetings where there are specific workshops for Ab Ed chairs**

**\*The WLC Chair Shall:**

- 1) **seek feedback from members on issues pertaining to the working conditions of members and the learning conditions of students**
- 2) **communicate any feedback to the Executive/ Bargaining Committee**

- 3) **distribute to teachers any useful information pertaining to the working conditions of teachers and the learning conditions of students**
- 4) **work with the Chairs of the Social Justice, Aboriginal Education, and TTOC Committees on issues that affect these areas**
- 5) **attend Zone meetings and other BCTF meetings where there are specific workshops for WLC chairs**

*Policy 4 f) Joint CRDTA/Board Committees (Health and Safety, Pro D)*

- i) CRDTA Representatives on the Joint Committees shall notify the President of all meetings and items on the Agenda of each meeting*
- ii) Following each Joint Committee meeting, a report shall be made to the Executive Committee*
- iii) Joint CRDTA/Board Committees shall include Industrial Health and Safety, Staff Allocation, Pro D Committee, ~~Implementation Committee~~*

**\*The Health and Safety Chairperson Shall:**

- 1) **represent the CRDTA on the District Health and Safety committee and report any pertinent information to the Executive**
- 2) **maintain a network of the Health and Safety reps at each job site and hold meetings if deemed necessary**
- 3) **seek feedback when necessary from the site based H&S reps and pass this feedback to the Executive committee**
- 4) **distribute any pertinent information to the site based reps, who can then relay that information to their staff**
- 5) **attend Zone meetings and other BCTF meetings where there are specific workshops for H&S chairs**
- 6) **organize SURTs with the President for the school-based Health and Safety reps**

**\*The Pro D Chair Shall:**

- 1) **represent the CRDTA on the district Core Pro D committee**
- 2) **report any pertinent information from Core Pro D to the Executive committee**
- 3) **communicate any concerns of the CRDTA to the Core Pro D committee**

- 4) endeavor to protect and promote the professional autonomy of teachers in all areas of Professional development**
- 5) help to prepare the case for negotiating Professional Development items with the Bargaining Committee**
- 6) attend Zone meetings and other BCTF meetings where there are specific workshops for Pro D chairs**
- 7) act as a liaison to report on BCTF professional development activities and issues**
- 8) organize SURTs with the President for the school-based Pro D reps**

**\*The TTOC chair shall:**

- 1) be the liaison contact between the local union EC, the TTOCs, and the BCTF in a district.**
- 2) attend Zone meetings and other BCTF meetings where there are specific workshops for TTOC chairs, on behalf of the TTOCs in a local.**
- 3) work with the local Pro D coordinator to organize workshop opportunities for TTOCs in a local.**
- 4) establish a TTOC telephone tree with a co-ordinator to initiate it**
- 5) ensure that TTOCs receive all correspondence and information from the local and the BCTF.**
- 6) ensure that TTOCs are invited to all local union functions.**
- 7) communicate with the staff rep or another teacher at each school to suggest that TTOCs are welcomed and invited to staff functions with staffs with whom they regularly work.**
- 8) assist the local President in monitoring the TTOC callout list, procedures, and in dealing with any issues arising from these areas**