

Duties of Local Council Members

President – The duties of the president shall be

- a) to serve as chief executive officer of the local,
- b) to call and preside or appoint a member to preside, as necessary, at all general, local council and executive committee meetings of this local association,
- c) to exercise general supervision over the affairs of this local association,
- d) to serve as a local representative at representative assemblies,
- e) may be one of the signing authorities on all cheques drawn on the local's bank account, and
- f) to attend or appoint a member to attend monthly board meetings.

Vice- President – The duties of the vice-president shall be

- a) to assist the president in the discharge of his duties,
- b) assume the duties of the president in the president's absence,
- c) establish a slate of officers for the annual local election,
- d) review of school board policies,
- e) local representative alternate delegate,
- f) coordinate induction activities and oversee the recognition of retirees, and
- g) may be one of the signing authorities on all cheques drawn on the local's bank account.

Past President - The duties of the past president shall be

- a) local historian,
- b) to review and update of local constitution and policy handbook,
- c) to serve as elections officer, duties to include the conducting of annual elections and serve as the returning officer,
- d) act as parliamentarian at all meetings, and
- g) may be one of the signing authorities on all cheques drawn on the local's bank account.

Secretary – The duties of the secretary shall be

- a) to keep accurate records of all proceedings of this local association
- b) to bring before the executive committee of this local association all communications received by the local association.
- c) to prepare and send to head office of The Alberta Teachers; Association such statements and reports as may be required from time to time,
- d) to prepare and send notices calling all meetings, whether regular, special, general, local council or executive committee,
- e) to prepare and send minutes of all meetings to all executive members within a timely manner,
- f) to carry on official correspondence of the local association, and
- g) may be one of the signing authorities on all cheques drawn on the local's bank account.

Treasurer – The duties of the treasurer shall be

- a) to keep accurate records of all moneys received and collected and to take charge of same,
- b) to make necessary disbursements of the funds of this local association as authorized by general assembly, the local council or the executive committee,
- c) to prepare and present to the executive committee an annual budget,
- d) to prepare an annual financial statement for audit purpose,
- e) to put forward for approval by the local council the name of an individual to audit the association's books,
- f) to prepare financial statements as they are required by the local council, and
- g) shall be one of the signing authorities on all cheques drawn on the local's bank account.

Local Communications Officer – It shall be the duty of the local communications officer to

- a) assume general supervision of all publicity and public relations authorized by the local council, and
- b) carry out a communications program with the teachers in the local and between the local and its various publics

Local Representatives – The duties of the local representatives to the Annual Representative Assembly shall be

- a) to represent this local association at all representative assemblies of The Alberta Teachers' Association,
- b) to report the proceeding of all representative assemblies of The Alberta Teachers' Association, and
- c) to attend general and local council meetings of this local association.

Economic Policy Committee (EPC) Chair – It shall be the duty of the economic policy committee chair to

- a) chair all EPC meetings, represent the EPC in its relationship with the general membership and attend local council meetings as required by the local constitution.

Professional Growth Chair – It shall be the duty of the professional growth chair to

- a) maintain liaison between their committee and the local executive,
- b) attend PG meetings as required,
- c) co-chair PG committee meetings with central office personnel,
- d) attend or appoint someone to attend PD Area Conferences twice yearly, and
- e) may sit as a member of the Institute Committee.

Convention Representatives – It shall be the duty of the convention representatives to

a) represent the members of this local association on the convention board of which this local is a member. One person will be designated to serve on the local council.

Substitute Teachers Committee Chair – It shall be the duty of the substitute teachers committee chair to

a) arrange and notify members of meetings,

b) prepare and circulate an agenda for the meeting,

c) preside over substitute committee meetings,

d) attend local council meetings as required,

e) gather and disperse information to substitute teachers, and provides feedback to the local council, and

f) report on the activities of the committee to the local.

Teacher Board Advisory Committee Chair – It shall be the duty of the teacher board advisory committee chair to

a) notify TBAC members of meetings,

b) book reservations for all meetings in conjunction with board rep,

c) gather ideas, issues, concerns and other feedback from members,

d) prepare in collaboration with the board's TBAC chair, an agenda,

e) take thorough and accurate notes of discussions occurring at meetings, and

f) prepare with input from the board's TBAC chair, a summary report of all items discussed and sends it to all local council members.

Political Engagement Officer – It shall be the duty of the political engagement officer to

a) enhance teachers' political involvement,

b) serve as liaison between the local and provincial association,

c) ensure support for political action at the local level,

d) clarify roles and responsibilities of the provincial association, local political action committees, district representatives and local councils, and

e) attend or appoint someone to attend provincially called meetings.

School Representatives – It shall be the duty of school representatives to

a) report on the activities of the local council to their school staff,

b) provide information and feedback from staff to local council, and

c) undertake such activities as might be requested by the local or provincial association from time to time