

Roles and Responsibilities of the HGTA Executive

Revised May, 2019

President

The duties of the President shall be to:

- a) Conduct the general affairs of the HGTA, acting in a manner responsible to the membership, including, but not limited to:
 - i) Advocacy at the District level (District Committees, Board Meetings, District Human Resource Meetings, Meetings with Senior Management)
 - ii) Provide and allocate support for Members (Investigations, Grievances, Contract Issues, Arbitrations)
 - iii) Represent the HGTA at the Provincial level (such as, Federation Leadership Institute, Zone Meetings, Representative Assemblies, Summer Conference)
 - iv) Oversee the HGTA's finances and development of budget
 - v) Act as spokesperson for the HGTA
- b) Co-chairperson at General Meetings of the HGTA
- c) Responsible for the security of the official records
- d) Act as Alternate Local Representative
- e) Act as ex-officio member on all HGTA and District Committees
- f) Act as Chairperson of the Grievance Committee
- g) Participate and draft the agendas for all Executive Meetings and General Meetings
- h) Attend at least 50% of the School Board meetings a year
- i) Report at all Executive Committee meetings
- j) Provide a written report to the January General Meeting and the Annual Meeting in May
- k) Facilitate maintenance of the HGTA's website
- l) Act as final approval for any HGTA-produced union literature
- m) Perform such duties as assigned by Executive Meetings or General Meetings
- n) Communicate to teachers and staff representatives through emails, posters, newsletters, and school visits

Vice-President

The duties of the Vice-President shall be to:

- a) Assist the President in conducting the affairs of the HGTA
- b) Act in lieu of the President, in case of their absence
- c) Responsible for the arrangements for the Executive & General Meetings
- d) Ex-officio member of one of the major standing committees of the HGTA
- e) Act as chairperson for the Constitutional/Policy Review Committee
- f) Act as a co-chairperson of HGTA meetings
- g) Act as Alternate Local Representative
- h) Represent the HGTA at the Provincial level (such as, Federation Leadership Institute, Summer Conference)
- i) Participate at all Executive Meetings and General Meetings
- j) Report at all Executive Committee meetings
- k) Provide a written report to the January General Meeting and the Annual Meeting in May
- l) Attend at least one School Board meeting a year
- m) Perform such duties as assigned by Executive Meetings or General Meetings

Professional Development Chair

The duties of the Professional Development Chair shall be to:

- a) Represent the Professional Development Committee as a member of the Executive Committee
- b) Act as chairperson at the Joint Professional Development Committee as constituted in Article F.I.3 of the Collective Agreement
- c) Co-ordinate the activities of the HGTA Professional Development Committee
- d) Act as a resource to the Executive Committee in matters relating to Professional Development
- e) Liaise with the HGTA President, the School District and the BCTF on all Professional Development matters
- f) Process all applications for Professional Development funds
- g) Make a monthly report to the HGTA Executive regarding the Pro-D Committee's activities
- h) Organize bi-monthly or monthly meetings as needed for the HGTA Pro-D or the Joint Pro-D committees
- i) Facilitate the planning, development, organization and implementation of a HGTA Professional Development day in the school year at the discretion of the committee
- j) Attend the annual BCTF Summer Conference, BCTF Zone Meetings and other BCTF sponsored opportunities relating to Professional Development
- k) Participate at all Executive Meetings and General Meetings
- l) Attend at least one School Board meeting a year
- m) Provide a written report to the January General Meeting and the Annual Meeting on the activities of the Pro-D Committee
- n) Perform such duties as assigned by Executive Meetings or General Meetings

Local Representative

The duties of the Local Representative shall be as stated in the BCTF Members Guide, and they shall specifically:

- a) Represent the HGTA at the meetings of the Representative Assembly
- b) Participate at all Executive Meetings and General Meetings
- c) Make a report to the HGTA after meetings of the Assembly
- d) Act as a member of at least one of the committees of the HGTA (see B.17)
- e) Attend at least one School Board meeting a year
- f) Perform such duties as assigned by Executive Meetings or General Meetings

The Local Representative shall serve as the BCTF AGM Committee Chairperson. The additional duties shall be to:

- i. Survey the members of the HGTA for AGM resolutions
- ii. Prepare and present AGM resolutions to the HGTA for endorsement
- iii. Be familiar with the resolutions booklets and to draw attention of the membership to important recommendations and resolutions
- iv. Co-ordinate the activities of the delegates prior to the AGM
- v. Make an oral and written report to the HGTA on the business of the AGM

Treasurer

The duties of the Treasurer shall be to:

- a) Maintain, or cause to be maintained, accurate records of the financial business of the HGTA
- b) Present to the Annual Meeting, for its approval, a budget prepared in consultation with the Released Officers
- c) Submit detailed financial statements covering the year's operation, including reports to the Fall General Meeting and the January General Meeting
- d) Provide a financial statement, including a monthly detailed category report and Treasurer's report, for each Executive meeting
- e) Arrange for audit of HGTA Finances as needed
- f) Act as a member of at least one of the Committees of the HGTA
- g) Participate at all Executive Meetings and General Meetings
- h) Attend at least one School Board meeting a year
- i) Perform such duties as assigned by Executive Meetings or General Meetings

Assistant-Treasurer

The duties of the Assistant-Treasurer shall be assigned to the President:

- a) Assist the Treasurer in carrying out his/her assigned duties
- b) Work with the treasurer to develop a budget for the membership
- c) Act in lieu of the Treasurer in case of his/her absence
- d) Act, at the request of the Executive Committee, as Treasurer of specific committees
- e) Act as the Treasurer of the Pro-D Fund
- f) Participate at all Executive Meetings and General Meetings
- g) Attend at least one School Board meeting a year
- h) Perform such duties as assigned by Executive Meetings or General Meetings

Recording Secretary

The duties of the Recording Secretary shall be to:

- a) Ensure that accurate minutes and attendance of all General, Executive and Staff Rep Meetings are taken and submitted to the President for filing.
- b) Provide information to the members on relevant issues by providing past discussion points
- c) Support the president with the maintenance of records (meeting minutes, indexing discussion topics, reports of general matters and proposals under discussion)
- d) Act as a member of at least one of the committees of the HGTA
- e) Participate at all Executive Meetings and General Meetings
- f) Attend at least one School Board meeting a year
- g) Perform such duties as assigned by Executive Meetings or General Meetings

Aboriginal Education Chairperson

The duties of the Aboriginal Education Chairperson shall be to:

- a) See HGTA Policy X.D for details
- b) Ensure local cultural protocols
- c) Enhance communication within district
- d) Work with district staff to promote Aboriginal issues (IE. Haida Education Committee)
- e) Promote understanding of aboriginal issues
- f) Act as a contact for the BCTF on Aboriginal Education issues
- g) Provide the HGTA executive and members with resources, contacts and materials from other provincial Locals
- h) Act as a member of at least one of the committees of the HGTA (see B.17)
- i) Participate at all Executive Meetings and General Meetings
- j) Report at all Executive Committee meetings, when required
- k) Attend at least one School Board meeting a year
- l) Attend the annual BCTF Summer Conference and BCTF Zone Meetings
- m) Perform such duties as assigned by Executive Meetings or General Meetings

Bargaining Chairperson

The duties of the Bargaining Chairperson shall be to:

- a) Serve as a contact for the BCTF on local and Provincial Bargaining matters
- b) Take the lead in organizing the HGTA Negotiating team
- c) Survey membership in bargaining years for local and provincial proposals
- d) Represent the HGTA at the BCTF Bargaining conference and meetings
- e) Work with the Bargaining Team to develop language for bargaining proposals
- f) Report on Local and Provincial Bargaining matters to the HGTA Executive and HGTA membership meetings
- g) Act as a resource to the HGTA Executive Committee
- h) Act as a member of at least one of the committees of the HGTA
- i) Participate at all Executive Meetings and General Meetings
- j) Report at all Executive Committee meetings, when required
- k) Attend at least one School Board meeting a year
- l) Perform such duties as assigned by the HGTA Executive Meetings or General Meetings

Health and Safety Chairperson

The duties of the Health and Safety Chairperson shall be to:

- a) Act as a contact for the BCTF on Health and Safety issues
- b) Strive to implement effective health and safety training and policies as laid out by the BCTF and HGTA
- c) Monitor the health and safety conditions within SD 50 schools
- d) Make such recommendations as deemed desirable to the Executive Committee
- e) Represent the HGTA on the District Health and Safety Committee
- f) Act as a member of at least one of the committees of the HGTA
- g) Participate at all Executive Meetings and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Attend the annual BCTF Summer Conference and BCTF Zone Meetings
- k) Perform such duties as assigned by Executive Meetings or General Meetings

Social Justice Chairperson

The duties of the Social Justice Chairperson shall be to:

- a) Act as a contact for the BCTF on Social Justice issues
- b) Advocate on Social Justice issues
- c) Disseminate information and materials relating to Social Justice issues
- d) Act as a member of at least one of the committees of the HGTA
- e) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- f) Report at all Executive Committee meetings, when required
- g) Attend at least one School Board meeting a year
- h) Attend the annual BCTF Summer Conference and BCTF Zone Meetings
- i) Perform such duties as assigned by Executive Meetings or General Meetings

Teachers Teaching On Call and New Teachers Chairperson

The duties of the TTOC and New Teachers Chairperson shall be to:

- a) Act as a contact for TTOCs and New Teachers of the HGTA and for the BCTF on TTOC issues
- b) Call meetings and prepare agendas for all regularly scheduled meetings
 - i) Chair meetings
 - ii) Prepare materials and meeting minutes
- c) Facilitate a yearly induction ceremony with the assistance of the president
- d) Advocacy at the District level on TTOC/New Teachers' issues
- e) Disseminate information and materials relating to TTOC/New Teachers' issues
- f) Act as a member of at least one of the committees of the HGTA
- g) Participate at all Executive Meetings and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Attend the annual BCTF Summer Conference and BCTF Zone Meetings
- k) Perform such duties as assigned by Executive Meetings or General Meetings

Local Election and Communication Chairperson

The duties of the LEC Chairperson shall be to:

- a) Act as Administrator for HGTA social media sites and pages
- b) Research and prepare articles for publication in the HGTA's newsletters
- c) Review and edit (as required) information pamphlets created by the HGTA
- d) Assist the HGTA and the President of the HGTA in all matters pertaining to internal and external public relations
- e) Organize communication with trustee candidates during an election and organize all-candidate forums.
- f) Act as a member of at least one of the committees of the HGTA
- g) Participate at all Executive Meetings and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Attend the annual BCTF Summer Conference and BCTF Zone Meetings
- k) Perform such duties as assigned by the Executive Meetings or General Meetings

School Staff Representatives

The duties of the School Staff Representatives shall be to:

- a) Represent the Union in their school as the frontline legal representative
- b) Become regarded as an effective problem-solver, advocate, and source of information to colleagues
- c) Participate in a Staff Rep training program
- d) Facilitate school-based discussions of relevant issues by calling Staff Committee meetings as needed
 - i) Chair meetings (or direct the election of the chair)
 - ii) Prepare agendas, materials and manage meeting minutes
- e) Act as a representative for their respective school at Executive meetings and General Meetings.
- f) Encourage member involvement in HGTA meetings, processes, committees, and social events
- g) Participate at all Executive Meetings and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings or General Meetings