

## **THE ROLE OF THE ATA EXECUTIVE**

The President shall:

1. Call and preside at all Executive, Representatives and General Meetings of the Association.
2. Prepare the agendas for all regular meetings at least seven (7) days in advance.
3. Sign and execute all contracts of agreements in the name of the Association and sign all official press releases and/or official public statements.
4. Be ex-officio member of all committees of the Association.
5. Be a regular or alternative member of all parity committees.
6. Be chairperson of the negotiations committee.
7. Attend as many school board meetings as possible or designate an alternate.
8. Be responsible for maintaining files.
9. Be responsible for regular communication with the membership by means of bulletins, newsletter, and/or websites.
10. Be the Association representative to the QPAT Board of Directors.
11. To supervise the handling of all grievance cases and cases of breach of contract
12. Countersign all cheques issued in the name of the Association.
13. Work full-time equivalency of their release time for the Association.

The Vice-Presidents shall:

1. Chair regional representative meetings
2. Act as liaison between the members and the president.
3. Represent the elementary, high school, adult education and vocational education teachers on the Executive.
4. Participate on any ad hoc committees established by the Executive.

The Secretary shall:

1. Be responsible for recording and distributing the minutes of the Executive and general meetings of the Association.
2. Countersign all cheques if the President is absent.
3. Prepare, in collaboration with the President, the agendas of all regular meetings.

The Treasurer shall:

1. Keep a record of all income and expenditures of the Association and its committees.
2. Present the proposed budget to the AGM of the Association and a recommendation on the amount of the dues for the next year.
3. Have the care and custody of all the funds and securities of the Association and deposit them as directed by the Executive.
4. Be authorized to spend an amount not in excess of \$250.00 for unforeseen contingencies.
5. Sign, with the President, all bank contracts.
6. Submit a statement for audit for July 31 for each year.
7. Prepare a monthly financial statement
8. On request by any member, provide a copy of the financial statement as reported by the auditors.

All Executive members shall:

1. Attend the Executive and general meetings of the Association.
2. Act as liaison between the Executive and teachers in the schools.

## **DUTIES OF THE EXECUTIVE**

- a) The Executive shall administer the assets of the Association and shall supervise its secretariat.
- b) The Executive shall conduct daily and routine business and shall supervise all the services of the Association.
- c) The Executive shall carry out Executive decisions and consider special requests from individual members of the Association.
- d) The Executive shall hold monthly meetings.
- e) The Executive shall hold special meetings when summoned by the President or by a petition of at least five (5) members of the Executive.
- f) Notice of meeting and agenda shall be sent to each member seven (7) days before the meeting. Notwithstanding, with the written agreement of three-quarters (3/4) of the members or the oral consent of all the members, the requirements of notice of meeting and agenda for the special meeting may be waived.
- g) Receive suggestions and complaints from the members and to respond to them in a timely fashion.
- h) A quorum of the Executive shall be two-thirds (2/3) of its members.
- i) Decisions shall be by simple majority of those present. The President would have a casting vote in the case of a tie.
- j) Subject to the direction of the Association, the Executive shall be the policy-making body, shall decide the objectives for any give year, and shall see that they are carried out.
- k) All committees shall report to the Executive.
- l) The Executive shall be consulted on the proposed amendments to the Constitution, the report of the treasurer, the budget, the draft of the collective agreement before ratification of the membership.

m) The members of the Executive should ensure representation on the following committees, both local:

- Labour Relations Committee
- New Special Education Committee
- Professional Improvement
- Special Education Advisory Committee (SEAC)
- Special Education Teacher Parity
- Teacher Advisory Council
- Health and safety

and at QPAT:

- Adult Education
- Vocational Education
- New Teachers
- Membership Plans
- Finance and Budget
- Human Rights and Social Justice

n) The Executive shall have the final decision on the acceptance of members.

o) The Executive shall appoint a general chairperson to preside at general meetings of the Association.

p) At regional meetings, the role of the chairperson will be assumed by one of the vice-presidents.