

POSITION DESCRIPTION

Executive Committee – Political Action Chair



There is one Chair of Political Action Committee elected bi-annually. This is a voting position on the Executive Committee.

DUTIES

1. Call and presides over regular and emergent meetings of the Political Action Committee.
2. Attends Local Executive, Council of School Representatives, and General meetings.
3. Reports on a monthly basis to Executive and Council of School Representatives on concerns and activities related to the Political Action committee.
4. Acts as Local Political Action Engagement Officer on behalf of the Local Association responsible for keeping members informed of regional events and provincial news, subject to direction and approval by the President of the Local.
5. Prepares and maintains the committee budget.
6. Liaise with the Chairs of other committees to advance the interests of the Committee and the Local.
7. Attends all meetings called by the provincial Association for Local Political Engagement Officers.
8. Makes recommendations regarding appropriate political activities to the Executive Committee and the Council of School Representatives and executes the political engagement program.
9. Provides liaison as requested by Executive Committee and the Council of School Representatives between the Local Association and the Government Program Area of the Provincial Association.
10. Collaborates with Political Engagement officers from other ATA Locals.
11. Provides advice and information to the Local's web manager ensuring current and relevant information on Local 38's website.
12. Provides information to the President or Communication Committee regarding social media postings consistent with Local policy.
13. Attends the Summer Conference as a representative of Local 38.
14. Serves on Local Association Committees as requested or required, including the Strategic Planning and Research Committee.
15. Attends the Annual Representative Assembly representing the interests of the Local.
16. Meets and engage with elected officials on behalf of the local and its needs.
17. Advertises to members and recruits members for vacancies for Executive offices or committee positions as they occur.
18. Performs other duties relating to the Local's needs in communication.

TERM OF OFFICE

Two-year term with re-election up to a maximum of four consecutive years.

REIMBURSEMENT

As per Local Policy 4.B.4 Executive Committee shall receive \$35.00 per meeting to a maximum per diem of \$70.00 plus travel expenses for attendance at meetings where they are acting in the capacity of their position.

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