

# **Position Description**

## **Executive Committee –**

### **Member Engagement Chair**



There is one Chair of Member Engagement 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 Member Engagement Committee.
2. Attends Local Executive, Council of School Representatives, Executive Retreat and General meetings.
3. Reports on a monthly basis to Executive and Council of School Representatives on concerns and activities related to the Member Engagement committee.
4. Prepares and maintains the committee budget.
5. Liaises with the Chairs of other committees of the Local in order to ensure a robust and timely program of communication with members of the Local.
6. Serves as a member of the Strategic Planning and Research Committee of the Local.
7. Serves on Local Association Committees as requested or required.
8. Attends the Annual Representative Assembly representing the interests of the Local.
9. Advertises to members and recruits' members for vacancies for Executive offices or committee positions as they occur.
10. Oversees the Local 38 Recreation Hub as a sub-committee of the Member Engagement Committee.
11. Oversees the Local 38 Volunteer Hub as a sub-committee of the Member Engagement Committee.
12. Performs other duties relating to the Local's needs.

#### **TERM OF OFFICE**

Two-year term with re-election up to a maximum of four (4) consecutive years.

#### **REIMBURSEMENT**

As per Local Policy 4.B.4, Executive Committee shall receive \$45.00 per meeting to a maximum honorarium of \$90.00 plus travel expenses for attendance at meetings where they are acting in the capacity of their position.

MJH/sc