

Position Description

Executive Committee – Teacher Welfare Chair



There is one Chair of Teacher Welfare Committee elected bi-annually and is seconded from the Calgary Board of Education in a 0.2 position. This is a voting position on the Executive Committee.

DUTIES

1. Calls and presides over regular and emergent meetings of the Teacher Welfare 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 Teacher Welfare committee.
4. Keeps members informed of Local collective bargaining news, subject to direction and approval by the President of the Local.
5. Attends all meetings called by the provincial Association for Local Teacher Welfare Committee Chairs.
6. Effects changes to the Collective Agreement as recommended by the Council of School Representatives, individuals and groups and ratified by the members of the bargaining unit.
7. Serves as Chair of the Negotiating Sub-Committee (NSC).
8. Oversees the selection of the Negotiating Sub-Committee and establishes operational guidelines for its effective performance.
9. Consults with Teacher Welfare staff officers, Representative of the Bargaining Agent (as assigned), District Representatives, Local Association Executive, Council of School Representatives and members of the bargaining unit before, during and after negotiations.
10. Acts in an advisory capacity to the Executive Committee on matters pertaining to the Collective Agreement and teacher welfare.
11. Educates members on the Collective Agreement.
12. Gathers and studies data for the purpose of setting objectives for central and local collective bargaining.
13. Prepares proposed amendments to local provisions of the Collective Agreement for consideration of the members of the bargaining unit.
14. Effects central and local changes to the Collective Agreement as negotiated and ratified by the teachers.
15. Identifies areas of concern for teachers to monitor the implementation of Collective Agreement provisions and provide the necessary assistance and direction in enforcing the provisions of the Collective Agreement.
16. Exercises leadership in all matters pertaining to collective bargaining.
17. Collaborates with the Representative of the Bargaining Agent (RBA) during bargaining.
18. Aides in the preparation of the local amendments, drafting and preparing the initial proposal.
19. Assists central bargaining by collecting data, providing feedback and evaluating process and results.
20. Signs a memorandum of agreement when, in their opinion, the conclusion of such a MOA is warranted, or bring a Board offer to teachers, or report back to meetings of the teachers when they are of the opinion that further negotiations are not likely to be productive and may request further instructions.
21. Prepares and maintain the committee budget.
22. Provides information to the President or Communication Committee regarding social media postings consistent with Local policy.
23. Attends ATA Summer Conference as a representative of Local 38.
24. Serves on Local Association Committees as requested or required, including the Strategic Planning and Research Committee.

25. Attends Collective Agreement committee meetings: Article 4.1 of the 2016 -2018 Collective Agreement, Article 1.8.1 Health and Wellness Committee, and Article 1.8.2 Liaison Committee.
26. Attends the Annual Representative Assembly representing the interests of the Local.
27. Advertises to members and recruits' members for vacancies for Executive offices or committee positions as they occur.
28. 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/bc