

# **Executive Committee**

## **Frame of Reference**

### **1. General Directive**

The Executive Committee shall exercise general supervision of the affairs of Local 38 in accordance with the Alberta Teachers' Association bylaws and policies, the Local's Constitution, the Local's Policy and this Frame of Reference.

### **2. Membership**

The Executive Committee consists of twenty-one (22) members of which seventeen (17) are voting and five (5) are non-voting, as per Article 6 of the Local Constitution.

### **3. Tenure**

Members shall serve their terms of office as defined in the Local Constitution.

### **4. Duties and Responsibilities**

In addition to the duties and responsibilities listed in the Local Constitution, the Executive Committee shall perform the following duties and responsibilities:

- 4.1 at the initial meeting of the new school year the committee shall review the Frame of Reference.
- 4.2 prepare and transmit to The Alberta Teachers' Association such reports and statements with reference to the affairs of the Local Association as may be required by the Provincial Executive Council of The Alberta Teachers' Association,
- 4.3 direct the resources of the Local to address the issues and concerns raised by its members,
- 4.4 promote public awareness of the Local's objectives and the interests of its members,
- 4.5 ensure that Local Association money is used to further the objectives of the Association as set out in the Constitution,
- 4.6 receive the monthly statements of expenses,
- 4.7 approve over expenditures to budget lines as the need arises and for amounts less than \$3,000.00,
- 4.8 appoint, subject to ratification by the Council of School Representatives, auditing services for the Local Association,
- 4.9 receive audited financial statements of the Local, the Staff Development Fund and the Calgary City Teachers' Convention Association,
- 4.10 provide input to the CCTCA in the construction of their budget.
- 4.11 appoint members to committees, sub-committees and ad hoc committees as required,
- 4.12 facilitate the formation of a sub-group at the request of interested members as provided in the Local Constitution, and
- 4.13 liaise with Calgary Board of Education Board of Trustees, senior administration, Calgary Members of the Legislative Assembly, parent council groups, the University of Calgary, and other stakeholder groups.
- 4.14 Review submissions of potential scholarship recipients from the Scholarship Committee.

## 5. General Duties and Responsibilities of Executive Committee Members

### 5.1 Executive Committee Members shall:

- 5.1.1. Attend Executive Committee meetings.
- 5.1.2. Attend meetings of the Council of School Representatives.
- 5.1.3. Represent the Local as a delegate to the Annual Representative Assembly.
- 5.1.4. Attend Local functions sponsored by the Executive Committee.
- 5.1.5. Serve as members of the Strike Committee when constituted.
- 5.1.6. Serve on Local Association committees as required.

## 6. Duties and Responsibilities of Officers

In addition to the duties and responsibilities listed in the Local Constitution, Local Policy and Committees' Frames of Reference:

### 6.1 The President shall:

- 6.1.1. set the agendas for the Council of School Representatives, Executive and Table Officers meetings,
- 6.1.2. carry out directives of the Executive or Council of School Representatives, and
- 6.1.3. report on Executive Committee decisions and actions to the appropriate bodies.

### 6.2 The Vice-Presidents shall:

- 6.2.1. assist the President in the preparation of the agenda for meetings of the Executive Committee and the Council of School Representatives,
- 6.2.2. chair meetings of the Council of School Representatives,
- 6.2.3. chair meetings of the Executive Committee in the absence of the President,
- 6.2.4. assume the duties of the President in accordance with Article 11 of this Frame of Reference, and
- 6.2.5. attend meetings of the Table Officers.

### 6.3 The Past-President shall:

- 6.3.1. attend meetings of the Table Officers,
- 6.3.2. provide historical perspective on matters before the Executive Committee.

### 6.4 The Treasurer shall:

- 6.4.1. attend meetings of the Table Officers,
- 6.4.2. provide financial information to the Executive Committee, and CSR.
- 6.4.3. act as liaison between the Executive Committee and the Finance Committee.

## 7. Duties and Responsibilities of Member Representatives

In addition to the duties and responsibilities listed in the Local Constitution, Local Policy and Committees' Frames of Reference, Member Representatives shall:

- 7.1 act as liaison between the Executive Committee and each constituent group.

## 8. **Duties and Responsibilities of Committee Chairs**

In addition to the duties and responsibilities listed in the Local Constitution, Local Policy and Committee Frames of Reference, Committee Chairs shall:

- 8.1 be responsible for preparing written committee reports to the Executive Committee and the Council of School Representatives, and
- 8.2 act as liaison between their respective committees and the Executive Committee.

## 9. **Duties and Responsibilities of District Representatives**

In addition to the duties and responsibilities listed in the ATA Provincial Bylaws and Committees' Frames of Reference, District Representatives shall:

- 9.1 provide written reports to the Executive Committee and the Council of School Representatives on provincial Association proceedings.
- 9.2 act as liaison between the Executive Committee and the Provincial Executive Council.

## 10. **Duties and Responsibilities of Executive Staff Officer(s)**

In addition to the duties and responsibilities listed in the Local Constitution, Local Policy, Committee Frames of Reference and the Executive Staff Officer position description, the Executive Staff Officer(s) shall:

- 10.1 determine, in consultation with the president, the sharing of responsibilities.
- 10.2 act as parliamentarian(s) to the Executive Committee, the Council of School Representatives, Bargaining Unit General Meetings and General Meetings of the Local.

## 11. **Absence of the President**

The Table Officers shall establish, prior to the beginning of each school year, a monthly rotating duty schedule for the Vice-Presidents. In the event the President is for any reason temporarily unable to perform the duties of the office, the Vice-President on duty that month shall assume the President's duties until the next month when the other Vice-President shall assume those duties. In this fashion the Vice-Presidents shall share the President's duties until the President is once again able to assume those duties.

## 12. **Meetings**

- 12.1 The Executive Committee shall meet at least 15 times during the school year and be scheduled for 150 minutes.
- 12.2 The Executive Committee shall hold a fall planning retreat each September.
- 12.3 Additional meetings may be held at the discretion of the President.
- 12.4 Should a member miss three meetings within one school year without reasonable cause, a motion to declare the position open for election shall be placed on the agenda of the meeting following the third absence.

### 13. **Quorum**

Nine (9) voting members shall constitute a quorum at meetings of the Executive Committee.

Ratified by CSR 2009 January 7.

Ratified with Amendments by CSR 2012 October 3.

Ratified with Amendments by CSR 2017 March 1.

Ratified with Amendments by CSR 2023 November 1.

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