

POSITION DESCRIPTION

Executive Committee – Communications Chair



There is one Chair of Communications 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 Communications 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 Communications committee.
4. Acts as the Local Communications Officer on behalf of the Local Association.
5. Keeps members of the Local informed of Local events and provincial news, subject to direction and approval by the President of the Local.
6. Prepares and maintains the committee budget.
7. Liaise 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.
8. Carries out and supports provincial initiatives to ensure Local initiatives are in line with provincial strategies.
9. Provides advice and information to the Local's web manager ensuring current and relevant information on Local 38's website.
10. Maintains and updates regularly social media sites consistent with Local policy and in collaboration with the President and Executive Staff.
11. Oversees all other public and member communication vehicles of the Local.
12. Attends the Summer Conference and certain meetings of the Provincial Association as the Local Communications Officer of Calgary Public Teachers.
13. Serves as a member of the Strategic Planning and Research Committee of the Local.
14. Serves on Local Association Committees as requested or required.
15. Attends the Annual Representative Assembly representing the interests of the Local.
16. Advertises to members and recruits members for vacancies for Executive offices or committee positions as they occur.
17. Performs other duties relating to the Local's needs.

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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