

# Position Description

## Executive Committee President



This is a full-time position in which the President is seconded from the Calgary Board of Education in order to serve as the Chief Executive Officer of the Local Association.

### DUTIES

1. Oversees the orderly and efficient operation of the Local as Chief Executive Officer of Calgary Public Teachers.
2. Manages and supervises the Executive Staff Officers and administrative support staff employed by the Local.
3. Calls and presides over regular, general, bargaining unit general meetings (BUGM) and emergent meetings of the Local and Executive Committee meetings.
4. Prepares, in collaboration with the Recording Secretary, the agenda for Local meetings and is knowledgeable about the agenda items.
5. Enforces the rules of order and ensures the proper conduct of Executive and General meetings.
6. Acts as ex-officio member of all committees and is knowledgeable about their operation and purpose.
7. Meets regularly with Calgary Board of Education senior leadership and elected officials.
8. Liaises with other Locals of the ATA, ATA Provincial Executive Council, CBE Staff Association and trade unions.
9. Provides leadership in establishing goals and planning activities and collaborates with committee members and Local staff to implement programs of the Local.
10. Facilitates the evaluation of Local programs/activities.
11. Speaks for, and represents, the Local to the community and media, and at special events as an invited dignitary.
12. Facilitates the dissemination of information to the Local Association and community.
13. Facilitates the communication of the issues between Provincial and Local organizations.
14. Advises/assists Local members with political related concerns.
15. Serves as delegate to regional conferences and representative assemblies.
16. Approves correspondence/publications issued by the Local.
17. Co-signs payments issued by the Local.
18. Serves as Chair on Table Officers, Executive, Office Staff Salaries and Working Conditions Committee, Strategic Planning and Research Committee, Resolutions Committee and Staff Development Fund Advisory Committee.
19. Advertises to members and recruits' members for vacancies for Executive offices or committee positions as they occur.

### TERM OF OFFICE

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

### REIMBURSEMENT

As per Local Policy 4.A.1 the President is paid a salary equivalent to the maximum salary on the basic salary schedule, plus an allowance equivalent to the maximum administrative allowance of a principal. In addition, an annual \$5,500 vehicle allowance is provided.

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