

# Position Description

## Executive Committee Substitute Teachers Member Representative



There is one Substitute Teacher Member Representative and they are responsible for the communication of the interests and concerns of teachers in their constituent group. This is a voting position on the Executive Committee.

### DUTIES

1. Call and presides over regular and emergent meetings of the Substitute Teachers' Group Directorate.
2. Represents the interests and concerns of their constituent group to the Executive Committee.
3. Acts as liaison between the Executive Committee and their constituent group.
4. Acts as a support to the constituent group.
5. Prepares Agenda for Directorate meetings in cooperation with the Secretary and Office Administration Assistant.
6. Monitors work of the professional development subcommittee of the Substitute Teachers' Group Directorate.
7. Serves on Local Association Committees as requested or required.
8. Attends Local Executive, Council of School Representatives, Executive Retreat and General meetings.
9. Acts as a member of the Election and Resource Committee.
10. Advertises to members and recruits' members for vacancies for the Substitute Teachers' Group Directorate or committee positions as they occur.
11. Represents the Local as a delegate to the Annual Representative Assembly.
12. Serves as a member of the Strike Committee when constituted.
13. 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 \$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.

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2024/03/04