

B.1 President

The duties of the President shall be to:

- a) Conduct the general affairs of the CTA, acting in a manner responsible to the membership, including, but not limited to:
 - i) Advocacy at the District level (District Committees, Board Meetings, District Human Resource Meetings, Meetings with Senior Management)
 - ii) Provide and allocate support for Members (Investigations, Grievances, Contract Issues, Arbitrations)
 - iii) Represent the CTA at the Provincial level (such as, Federation Leadership Institute, Zone Meetings, Representative Assemblies, Summer Conference)
 - iv) Oversee the CTA's finances and development of budget
 - v) Manage office staff and associated personnel
 - vi) Act as spokesperson for the CTA
- b) Co-chairperson at General Meetings of the CTA
- c) Responsible for the security of the official records (See By-Law 11)
- d) Act as Alternate Local Representative
- e) Act as ex-officio member on all CTA and District Committees
- f) Act as Bursary Committee Chairperson
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Attend at least 50% of the School Board meetings a year
- i) Report at all Executive Committee meetings
- j) Provide a written report to the January General Meeting and the Annual Meeting in May
- k) Act as final approval for any CTA-produced union literature
- l) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.2 First Vice-President

The duties of the First Vice-President shall be to:

- a) Assist the President in conducting the affairs of the CTA
- b) Act in lieu of the President, in case of their absence
- c) Responsible for the arrangements for the Executive & General Meetings
- d) Ex-officio member of one of the major standing committees of the CTA
- e) Act as Chairperson of the Grievance Committee
- f) Act as a co-chairperson of CTA meetings
- g) Act as Alternate Local Representative
- h) Represent the CTA at the Provincial level (such as, Federation Leadership Institute, Summer Conference)
- i) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- j) Report at all Executive Committee meetings
- k) Provide a written report to the January General Meeting and the Annual Meeting in May
- l) Attend at least one School Board meeting a year
- m) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.3 Professional Development Chair

The duties of the Professional Development Chair shall be to:

- a) Represent the Professional Development Committee as a member of the Executive Committee
- b) Act as chairperson at the Joint Professional Development Committee as constituted in Article F.1.3 of the Collective Agreement
- c) Co-ordinate the activities of the CTA Professional Development Committee
- d) Act as a resource to the Executive Committee in matters relating to Professional Development
- e) Liaise with the CTA President, the School District and the BCTF on all Professional Development matters
- f) Process all applications for Professional Development funds
- g) Make a monthly report to the CTA Executive regarding the Pro-D Committee's activities
- h) Organize monthly meetings of the CTA Pro-D or the Joint Pro-D committees
- i) Facilitate the planning, development, organization and implementation of a CTA Professional Development day in the school year at the discretion of the committee
- j) Attend the annual BCTF Summer Conference, BCTF Zone Meetings and other BCTF sponsored opportunities relating to Professional Development
- k) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- l) Attend at least one School Board meeting a year
- m) Provide a written report to the January General Meeting and the Annual Meeting on the activities of the Pro-D Committee
- n) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.4 Second Vice-President

The duties of the Second Vice-President shall be to:

- a) Ensure meetings of the CTA are run in a timely, professional manner
 - i) Arrange for a, or act as, chairperson for all General Meetings, Executive Meetings and Staff Rep Assemblies
 - ii) Oversee site preparation and tear down, including but not limited to, audio-visual equipment, tables and chairs and refreshments
- b) Act as chairperson for the Constitutional/Policy Review Committee
- c) Act as a member of at least one of the committees of the CTA (see B.17)
- d) Act in lieu of the President or First Vice-President in case of their absence
- e) Assist the Released Officers in carrying out the affairs of the CTA
- f) Act as an alternate Local Representative
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.5 Local Representatives

B.5.1 The Local Representatives shall be elected for a two-year term. Each term will begin on alternate years.

B.5.2 The duties of the Local Representatives shall be as stated in the BCTF Members Guide, and specifically:

- a) Represent the CTA at the meetings of the Representative Assembly
- b) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- c) Make a report to the CTA after meetings of the Assembly
- d) Act as a member of at least one of the committees of the CTA (see B.17)
- e) Attend at least one School Board meeting a year
- f) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.5.3 One Local Representative shall serve as the AGM Chairperson. The additional duties shall be to:

- a) Survey the members of the CTA for AGM resolutions
- b) Prepare and present AGM resolutions to the CTA for endorsement
- c) Be familiar with the resolutions booklets and to draw attention of the membership to important recommendations and resolutions
- d) Co-ordinate the activities of the delegates prior to the AGM
- e) Make an oral and written report to the CTA on the business of the AGM

B.6 Treasurer

The duties of the Treasurer shall be to:

- a) Maintain, or cause to be maintained, accurate records of the financial business of the CTA
- b) Present to the Annual Meeting, for its approval, a budget prepared in consultation with the Released Officers
- c) Submit detailed financial statements covering the year's operation, including reports to the Fall General Meeting and the January General Meeting
- d) Provide a financial statement, including a monthly detailed category report and Treasurer's report, for each Executive meeting
- e) Arrange for audit of CTA Finances as needed
- f) Act as a member of at least one of the Committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Attend at least one School Board meeting a year
- i) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.7 Past President

B.7.1 The Past President shall be a member of the Executive Committee for one year following term as President.

B.7.2 The Duties of the Past President shall be to:

- a) Act in an advisory capacity to the President
- b) Act as member of Constitutional Committee and provide historical perspective
- c) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- d) Act as a member of at least one of the committees of the CTA (see B.17)
- e) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.8 Assistant-Treasurer

The duties of the Assistant-Treasurer shall be to:

- a) Assist the Treasurer in carrying out his/her assigned duties
- b) Work with the treasurer to develop a budget for the membership
- c) Act in lieu of the Treasurer in case of his/her absence
- d) Act, at the request of the Executive Committee, as Treasurer of specific committees
- e) Act as the Treasurer of the Pro-D Fund
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Attend at least one School Board meeting a year
- i) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.9 Recording Secretary

The duties of the Recording Secretary shall be to:

- a) Ensure that accurate Minutes of all General, Executive and Staff Rep Meetings are taken and submitted
- b) Provide information to the members on relevant issues by providing past discussion points
- c) Support the office staff with the maintenance of records (meeting minutes, indexing discussion topics, reports of general matters and proposals under discussion)
- d) Act as a member of at least one of the committees of the CTA (see B.17)
- e) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- f) Attend at least one School Board meeting a year
- g) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.10 Members-at-Large

The duties of the Members-at-Large shall be to:

- a) Act as a member of at least one of the committees of the CTA (see B.17)
- b) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- c) Report at all Executive Committee meetings, when required
- d) Attend at least one School Board meeting a year
- e) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.11 Aboriginal Education Chairperson

The duties of the Aboriginal Education Chairperson shall be to:

- a) Ensure local cultural protocols
- b) Enhance communication within district
- c) Work with district staff to promote Aboriginal issues (IE. District Advisory Committee)
- d) Promote understanding of aboriginal issues
- e) Act as a contact for the BCTF on Aboriginal Education issues
- i) Provide the CTA with resources, contacts and materials from other provincial Locals
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.12 Bargaining Chairperson

The duties of the Bargaining Chairperson shall be to:

- a) Serve as a contact for the BCTF on local and Provincial Bargaining matters
- b) Act as Chief Negotiator on the CTA Negotiating team
- c) Survey membership in bargaining years for local and provincial proposals
- d) Represent the CTA at the BCTF Bargaining conference and meetings
- e) Work with the Bargaining Team to develop language for bargaining proposals
- f) Report on Local and Provincial Bargaining matters to the CTA Executive and CTA membership meetings
- g) Act as a resource to the CTA Executive Committee
- h) Act as a member of at least one of the committees of the CTA (see B.17)
- i) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- j) Report at all Executive Committee meetings, when required
- k) Attend at least one School Board meeting a year
- l) Perform such duties as assigned by the CTA Executive Meetings, Staff Rep Assemblies or General Meetings

B.13 Communications Chairperson

The duties of the Communications Chairperson shall be to:

- a) Act as Administrator for CTA social media sites and pages
- b) Facilitate maintenance of the CTA's website
- c) Research and prepare articles for publication in the CTA's newsletters
- d) Review and edit (as required) information pamphlets created by the CTA
- e) Assist the CTA and the President of the CTA in all matters pertaining to internal and external public relations
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by the Executive Meetings, Staff Rep Assemblies or General Meetings

B.14 Health and Safety Chairperson

The duties of the Health and Safety Chairperson shall be to:

- a) Act as a contact for the BCTF on Health and Safety issues
- b) Strive to implement effective health and safety training and policies as laid out by the BCTF and CTA
- c) Monitor the health and safety conditions within Chilliwack schools
- d) Make such recommendations as deemed desirable to the Executive Committee
- e) Represent the CTA on the District Health and Safety Committee
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.15 Social Justice Chairperson

The duties of the Social Justice Chairperson shall be to:

- a) Act as a contact for the BCTF on Social Justice issues
- b) Advocate on Social Justice issues
- c) Disseminate information and materials relating to Social Justice issues
- d) Act as a member of at least one of the committees of the CTA (see B.17)
- e) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- f) Report at all Executive Committee meetings, when required
- g) Attend at least one School Board meeting a year
- h) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.16 Teachers Teaching On Call and New Teachers Chairperson

The duties of the TTOC and New Teachers Chairperson shall be to:

- a) Act as a contact for TTOCs and New Teachers of the CTA and for the BCTF on TTOC issues
- b) Call meetings and prepare agendas for all regularly scheduled meetings
 - i) Chair meetings
 - ii) Prepare materials and meeting minutes
- c) Facilitate a yearly induction ceremony
- d) Advocacy at the District level on TTOC/New Teachers' issues
- e) Disseminate information and materials relating to TTOC/New Teachers' issues
- f) Act as a member of at least one of the committees of the CTA (see B.17)
- g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings
- h) Report at all Executive Committee meetings, when required
- i) Attend at least one School Board meeting a year
- j) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings

B.17 General Duties

It is expected that all Executive Members will be a member of at least one of the following committees and will regularly report to the Executive Committee.

- a) Aboriginal Education
- b) Bargaining
- c) Budget or Finance
- d) Bursary
- e) Constitutional Review
- f) Communications
- g) Grievance
- h) Health and Safety
- i) Labour Council/Elections
- j) Professional Development
- k) Social
- l) Social Justice
- m) TTOCs and New Teachers