



Union Meetings

It is important for Staff Reps to attend all union meetings, as this is the manner in which information is shared between the union executive and teachers. If you are not able to attend a meeting, you need to have an alternate who can go in your place. Discussions during union meetings are often held "in committee" and will need to be shared verbally and "in committee" with the teachers at your school.

- Attend Staff Representative Assemblies 3 times per year.

- Attend General Meetings in October and January*

**January includes elections for BCTF AGM delegates.*

- Attend the CTA Annual Meeting in May*

**May includes CTA Executive elections and CTA budget*

- Attend special general meetings which are called as needed.

Common Terms

- BCTF AGM - Annual General Meeting (held in March)
- "in committee" - whatever is discussed during a union meeting "in committee" needs to be discussed only with other CTA members
- mandate - authorization to act (needs to be a motion passed at a general meeting)
- motion - a proposal ie/ motion to adjourn



Congratulations!

You are a CTA Staff Rep!

President: president@chilliwackteachers.com

1st Vice President: vp@chilliwackteachers.com

2nd Vice President: vp2@chilliwackteachers.com

Office Manager: office@chilliwackteachers.com

What is a Staff Rep?



A Staff Rep is the representative of the Chilliwack Teachers' Association (CTA) at a school site. The Staff Rep is elected each year, usually in June or September, by members of the school teaching staff. It is the job of the Staff Rep to ensure that the Collective Agreement provisions are being upheld at each school.

Supporting Colleagues



As a school Staff Rep one of your roles includes supporting your teaching colleagues during meetings with administrators. Your role includes accompanying teachers to any meeting requested by administration (formal or informal, including attendance support meetings and investigations). During these meetings it is your job to ensure that proper procedures are being followed. It is essential for you to take notes during these meetings and to contact the CTA Office if you are concerned that procedures are not being followed or if you need help supporting the teacher.

If you need any information on your roles and responsibilities or require support in any union matter, please contact the CTA Office.

Booklet updated July 1, 2018



What are my duties as Staff Rep?

The CTA Constitution includes policy that lists duties expected of school Staff Reps for both those new to the position and those who are more experienced in the position:

B.19: Staff Representatives

The duties of a novice Staff Representative shall include:

- a) Communicator: sharing BCTF/CTA info with teachers when appropriate
- b) Advocate: contacting the CTA for support when required
- c) Leader: attending Staff Rep Training and other CTA meetings (or send an alternate)

The responsibilities of a Staff Representative shall include the above and expand to include:

- d) Communicator: sharing teacher concerns with CTA and/or administrators when required
- e) Communicator: answering questions from teachers, parents and administrators
- f) Advocate: supporting teachers with concerns
- g) Advocate: supporting teachers during meetings with administrators
- h) Leader: organizing monthly school CTA meetings and annual elections as required
- i) Leader: participating in school staff committees