

# Responsibilities

<p><b>President</b> 1.0 Released Works additional 2 weeks in the summer Attends BCTF AGM, Representative Assemblies, Zone meetings, trainings, Summer Conference Personnel issues and media spokesperson</p>
<p><b>Grievance Officer</b> 1.0 Released Works additional 1 week in the summer plus BCTF Summer Conference Contract enforcement/grievance Staff Rep training</p>
<p><b>Professional Issues Officer</b> 0.6 Released Works additional 1 week in the summer plus BCTF Summer Conference Assists Professional Development Chair Coordinates member engagement opportunities and BCTF initiatives, communicates with members</p>
<p><b>Secretary</b> Attends all meeting of Association (Executive, Staff Rep, General, Special General, and Annual General) Records minutes</p>
<p><b>Treasurer</b> Attends all Executive and General meetings Oversees accounts and reports to membership Prepares budget and fee recommendations (assisted by ad hoc Finance Committee)</p>
<p><b>Local Reps to BCTF</b> Attend all Executive and Staff Rep meetings Chairs Staff Rep meetings Attends all BCTF Representative Assemblies and the BCTF AGM and represents Association to BCTF</p>
<p><b>Members at Large</b> Attend all Executive meetings Support standing and ad hoc committees as needed</p>
<p><b>Aboriginal Education Chair</b> Attends all Executive meetings Attends BCTF Summer Conference and Zone meetings Initiatives and activities related to aboriginal education, educators, and student programs Aboriginal Employment Equity</p>
<p><b>Bargaining and W&amp;L Conditions Chair</b> Attends all Executive meetings Attends BCTF Summer Conference, Zone meetings and trainings Oversees Bargaining Committee and supports Negotiating Team</p>

<p><b>Early Career Teachers Chair</b> Attends all Executive meetings Initiatives and activities related to concerns of early career teachers Organize Induction Ceremony</p>
<p><b>Health and Safety Chair</b> Attends all Executive meetings Sits on District Joint Health and Safety Committee Attends prep meeting for JH&amp;S meetings Attends BCTF Summer Conference and Zone meetings</p>
<p><b>Political Action Chair</b> Attends all Executive meetings Initiatives and activities that support political action (FSA campaign, letter writing, etc) Works with Local Election Contact during elections</p>
<p><b>Professional Development Chair</b> 0.2 Released (as determined by Professional Development Committee)—2 year term Attends all Executive meetings Attends BCTF Summer Conference and Zone meetings Works with Professional Issues Officer and NDTA Office staff to approve PD spending and oversee PD accounts Coordinates District PD day with PIO and PD committee</p>
<p><b>Social Chair</b> Attends all Executive meetings Organizes food for Executive and General meetings Organizes social events for the local Organizes Retirement Dinner in June</p>
<p><b>Social Justice Chair</b> Attends all Executive meetings Attends BCTF Summer Conference and Zone meetings Initiatives and activities that support social justice work in schools and community</p>
<p><b>Teachers Teaching on Call Chair</b> Attends all Executive meetings Attends BCTF Summer Conference and Zone meetings Initiatives and activities related to concerns of TTOCs</p>
<p><b>Committee Members</b> Attend meetings called by the chair Work on initiatives and activities proposed by the Committee Operate within budget set by NDTA membership Train to be the chair one day! 😊</p>
<p>For more information, see <a href="http://www.ndta68.ca">www.ndta68.ca</a>, and the NDTA constitution (also on website)</p>