

DUTIES OF THE EXECUTIVE

7 ARTICLE VII – EXECUTIVE

7.1 The Executive of OCEOTA shall consist of:

President

1st Vice-President

2nd vice-President

Four (4) or five (5) Executive Members at Large >revised 2017

A new candidate for the position of President or Vice-President must have a minimum of one year of active occasional teaching with the OCDSB within the last two (2) years.

7.1.1 The incoming President may appoint the immediate Past President to the Executive. The Past President shall be a non-voting member. >revised 2018

7.2 All elected positions will be for a term of two years. >revised 2021

7.3 The Executive shall be elected at the Annual General Meeting

7.4 The term of office for Executive begins July 1 following the election until June 30th of the second year. >revised 2021

7.5 Newly elected Executive members shall be invited, as non-voting members, to Executive meetings held between the time of their election and the date they assume office.

7.6 All Executive members, other than 1.0 released officers, must be actively teaching in the OCDSB and must regularly report, to the President, issues that arise in the schools where they teach. >revised 2017

2 BY-LAW II - DUTIES OF THE EXECUTIVE

2.1 The Executive shall:

2.1.1 abide by the Constitution and By-Laws of the OCEOTA;

2.1.2 appoint Standing Committee members and their Chairpersons;

2.1.3 appoint Ad Hoc Committees as required, establish their terms of reference and name their Chairpersons; >revised 2016

2.1.4 appoint two members to the Nominating Committee no later than March 31 each year; >revised 2021

2.1.5 monitor the Local's involvement with Grievance and Arbitration;

2.1.6 establish a liaison with Federation and Board Committees where practical;

2.1.7 establish the date and venue of each General Meeting;

2.1.8 communicate decisions and actions to the membership;

2.1.9 appoint a Chief Electoral Officer for the Annual General Meeting;

2.1.10 advise and make recommendations to the President;

2.1.11 regularly review the Constitution and suggest amendments as required;

2.1.12 approve the financial statement of the previous year's activities for submission to ETFO by September 30th, in accordance with the ETFO Constitution;

2.1.13 report any violations of the OCEOTA Collective Agreement, call out system, and staffing protocol to the President immediately; >created 2016

2.1.14 report any new OCDSB initiatives to the President immediately;

- 2.1.15 in September, pass any amendments to the interim budget necessitated by the ETFO Annual Meeting and/or by the final year end actual expenses report and approve the final budget document for the current year; >revised 2019
- 2.1.16 amend the Policy and Procedures, as needed, with a simple majority at any executive meeting; > revised 2010
- 2.1.17 notify the President if accepted to an ETFO provincial event and be prepared to report at the Executive meeting following the event; >revised 2018
- 2.1.18 go through the President if they wish to attend an ETFO event that conflicts with their executive duties; >revised 2018
- 2.1.19 attend General Meetings, Executive Meetings, and meetings associated with duties as assigned; >created 2019
- 2.1.20 complete all reports and action items related to Executive duties and duties as assigned; >created 2019
- 2.1.21 remain informed by checking their email daily and the GEM Conference and OCEOTA website weekly; >created 2019
- 2.1.22 failure to perform Executive duties may result in removal from the Executive. >created 2019

2.2 The President shall:

- 2.2.1 be available for 1.0 release by the Local from teaching duties and shall be paid 1.0 FTE at their grid rate. In addition, the President shall be paid a responsibility allowance of 10% of A4 maximum; >revised 2021
- 2.2.2 abide by the Constitution and By-Laws of OCEOTA;
- 2.2.3 be the official spokesperson for OCEOTA;
- 2.2.4 chair all meetings of the Executive and OCEOTA;
- 2.2.5 act as an ex-officio member of all Committees;
- 2.2.6 carry out decisions of the Executive;
- 2.2.7 be chief signing officer on all documents including cheques; >revised 2010
- 2.2.8 make provision for the counseling of OCEOTA members as required;
- 2.2.9 communicate regularly with the membership;
- 2.2.10 carry out the business of the Local between Executive meetings and report to Executive;
- 2.2.11 attend the Representative Council meetings of ETFO;
- 2.2.12 be a delegate to the ETFO Annual Meeting;
- 2.2.13 liaise with the Ottawa Carleton Elementary Teachers' Federation of Ontario (OCETFO);
- 2.2.14 be the Chief Negotiator;
- 2.2.15 hire, supervise, and evaluate OCEOTA staff;
- 2.2.16 assign tasks/duties to Executive members; >revised 2010
- 2.2.17 have a fiduciary responsibility toward the members; >revised 2010
- 2.2.18 appoints members to Standing Committees. >revised 2019

2.3 The 1st Vice-President shall: >revised 2017

- 2.3.1 be available for 1.0 release by the Local from teaching duties and shall be paid at their grid rate, when there is ETFO release time exceeding the President's 1.0 release time and/or a balance remaining in the ninety-seven (97) days released officers' budget line; >revised 2021
- 2.3.2 assume the duties of the President upon the absence of or the request of the President;
- 2.3.3 act as an alternate signing officer on cheques; >revised 2010

- 2.3.4 carry out other duties as directed by the President;
- 2.3.5 attend ETFO Representative Council;
- 2.3.6 be a delegate to the ETFO Annual Meeting; >created 2019
- 2.3.7 chair the Budget Committee;
- 2.3.8 present the interim budget, as approved by Executive, to the Annual General Meeting;
- 2.3.9 revise and present the Final Budget, as amended by the Executive, at the Fall General Meeting; >revised 2010
- 2.3.10 be a member of the negotiating team;
- 2.3.11 act as the Chair of the Collective Bargaining Committee;
- 2.3.12 communicate notice of all General Meetings to the membership;
- 2.3.13 ensure that Notice of Motion regarding amendments to the Constitution is communicated to the membership at least two weeks (14 days) prior to the General Meeting. >revised 2010

2.4 The 2nd Vice-President shall: >new 2017

- 2.4.1 generally be assigned the duties of Secretary;
- 2.4.2 generally be assigned the duties of Treasurer; and
- 2.4.3 carry out duties as directed by the President;

2.5 The Secretary shall:

- 2.5.1 receive, answer as required, and file all correspondence directed to the Secretary;
- 2.5.2 record minutes for the General and Executive meetings, provide them to executive within three (3) days, and present them at the next such meeting; >created 2016
- 2.5.3 ensure that minutes are filed in the archives; >revised 2010
- 2.5.4 keep on file an up-to-date copy of the OCEOTA Constitution;
- 2.5.5 track motions for constitutional amendments and present them at the March Executive Meeting; >created 2016
- 2.5.6 keep a record of all motions, actions, and decision items; >created 2017
- 2.5.7 be granted release time each month to fulfill duties as directed by the President. >created 2017

2.6 The Treasurer shall:

- 2.6.1 receive, answer as required, and file all correspondence directed to the Treasurer;
- 2.6.2 act as signing officer on cheques; >revised 2010
- 2.6.3 present an up-to-date financial report to the Annual General Meeting;
- 2.6.4 present an up-to-date financial report at each Executive meeting;
- 2.6.5 be a member of the Budget Committee;
- 2.6.6 ensure that the OCEOTA books are thoroughly completed and ready for the accountant's review by August 31; >created 2014
- 2.6.7 provide an audited report of the Local's finances for the previous year to Executive in September and at the Fall General Meeting; >revised 2014
- 2.6.8 meet with the President by the Wednesday prior to the Executive Meeting to examine the monthly Treasurer's Report. >revised 2017

3 BY-LAW III – COMMITTEES

3.1 Each Standing and Ad Hoc Committee shall:

- 3.1.1 meet at the call of the Chairperson in consultation with the President; >created 2016
- 3.1.2 take action as directed by Executive on matters within its terms of reference;
- 3.1.3 report to Executive on its activities;
- 3.1.4 Submit a report of the committee's activities to the AGM. >revised 2019

3.2 Standing Committees

Professional Development Committee shall:

- 3.2.1 plan and initiate Professional Development workshops;
- 3.2.2 disseminate any relevant information received regarding Professional Development and Educational Studies.

The Collective Bargaining Committee shall:

- 3.2.3 be composed of the President as Chief Negotiator, the 1st Vice-President as the Chair of the CBC and up to 4 other members;
- 3.2.4 maintain liaison with the OCETF Collective Bargaining Committee;
- 3.2.5 solicit input from the general membership and recommend local & provincial collective bargaining goals to Executive;
- 3.2.6 solicit input from the membership for the Preliminary Submission;
- 3.2.7 prepare the Preliminary Submission for Executive in the last year of the contract.

The Negotiating Team shall:

- 3.2.8 Be composed of the President as Chief Negotiator, the 1st Vice-President, two (2) members of the Collective Bargaining Committee, and, at the discretion of the President, one non-executive member of OCEOTA; >revised 2015
- 3.2.9 be struck by Executive after the Preliminary Submission has been approved by the members;
- 3.2.10 be responsible for negotiating the OCEOTA Collective Agreement.

The Nominating Committee shall:

- 3.2.11 Be composed of one (1) non-executive member who is not seeking election, not withstanding, if there are not enough candidates to fill all of the positions, the non-executive member may put their name forward from the floor; >revised 2021
- 3.2.12 solicit candidates for all elected positions as listed in Article 7.1 of the Constitution;
- 3.2.13 communicate the list of declared candidates to the membership prior to the Annual General Meeting;
- 3.2.14 communicate to candidates the various responsibilities, including release time, associated with the executive positions; >revised 2021
- 3.2.15 to ensure the nomination process is fair to all candidates. >revised 2021

The Budget Committee shall:

- 3.2.16 be composed of the Treasurer, the Vice-President, one executive member and a minimum of one non-executive member; >revised 2015
- 3.2.17 prepare a draft budget to present to exec no later than one month prior to the AGM. >revised 2015

The Awards Committee shall:

- 3.2.18 Be composed of an Executive member and at least one (1) non-executive member;
- 3.2.19 Assist in the presentation of the five (5) and ten (10) year pins at the Fall GM;
- 3.2.20 make recommendations to Executive about members who are deserving of the Outstanding Service to Members' Award and assist in presentations at the AGM. >revised 2019

3.3 Duties of Chairpersons

Each Committee Chairperson shall:

- 3.3.1 submit to the President, for approval, a detailed outline of the planned event which includes a cost analysis and the OCEOTA goal which is being promoted prior to bringing the plan to the Executive; >revised 2021
- 3.3.2 call meetings of the Committee as required;
- 3.3.3 provide reports to Executive as required; >created 2014
- 3.3.4 provide to the Local Treasurer before May 1 each year, a detailed accounting of the Committee's spending;
- 3.3.5 maintain a record of all reports in the OCEOTA office which include a summary and financial breakdown of all events/workshops; >created 2014
- 3.3.6 present a written report on their Committee's activities at the Annual General Meeting;
- 3.3.7 said report must be provided to the OCEOTA office 18 days prior to the AGM; >created 2016
- 3.3.8 add, to the AGM report, any event that occurs after the Annual General Meeting. >revised 2018
At Executive meetings a Committee Chairperson may:
- 3.3.9 sponsor any motion pertaining to their Committee;
- 3.3.10 speak on any matter before Executive.