

NOTICE OF ELECTIONS

Elections for all positions in the ETFO Limestone Local Executive will be held at our Annual Meeting, to be held on Thursday, April 12th, 2018 at 4:30 at the Ramada Inn (Division St & 401).

All positions on the executive will be open for nominations and elections. Members who are interested in running for a position should notify the ETFO Limestone Local Elections Officer

Jeff Einarson at j_einarson@sympatico.ca

no later than April 1st, 2018 at 4 pm.

President's Duties

- (a) to train the First Vice President in the role of President
- (b) to be the spokesperson for the Local
- (c) to be the official representative of the Local and its members
- (d) to be one of the signing officers
- (e) to be an ex-officio member of all Committees
- (f) to preside at meetings of the Executive and Local unless otherwise delegated
- (g) to inform and advise members on issues concerning the Federation, Local and public education
- (h) to forward the annual report of the Local to the provincial office of the Federation by June 1 of each year

1st Vice President's Duties

- (a) in the President's absence, to assume the duties and responsibilities of the President
- (b) to be responsible for the Local's budget
- (c) to be responsible for additional duties as assigned by the President or Executive
- (d) to train the 2nd Vice President in the role of First Vice-President
- (e) to be an active member of the CBC.
- (f) to be responsible for the publication of a Local newsletter, and its distribution to members.
- (g) to be one of the signing officers
- (h) update all Stewards bi-weekly through e-mail of ongoing Local and Provincial issues

2nd Vice President's Duties

- (a) to be responsible for the Retirement Dinner Committee
- (b) to be responsible for the Constitution Review Committee
- (c) any other duties as assigned by the President or Executive
- (d) to sit on the Limestone Board Joint Health and Safety Committee with the Chair

Treasurer's Duties

- (a) to keep accurate and detailed financial records of the Local based on the Local fiscal year, July 1 to June 30
- (b) to make a financial report to each Executive and general meeting of the Local
- (c) to make investments with the approval of the Executive
- (d) to report investments during each financial report
- (e) to ensure the annual audit of the financial statement be prepared by a chartered accountant, someone with accounting designation (CGA, RIA), or accounting firm.
- (f) to forward the annual audited financial statement of the Local to the provincial office of the Federation by *September 30* of each year *reference 11.5.2 of the ETFO Provincial Constitution
- (g) to chair the budget committee
- (h) upon transfer of the Local's accounts from an outgoing Treasurer to an incoming Treasurer, to ensure that an interim review of the financial statement be prepared by members of the Local who are not on the Local Executive,
- (i) to be one of the signing officers

Secretary's Duties

- (a) to maintain accurate minutes and records of all meetings of the Local
- (b) to prepare and distribute Notices of Motions, Elections, and Meetings as per Constitutional requirements and deadlines
- (c) to prepare and distribute minutes of Executive and general meetings to the membership within ten days of approval
- (d) to distribute an information sheet/card with all relevant contact numbers and contact e-mails to all members by October 1 of each year.

Duties of the Committee Chairs (Status of Women, Equity, Professional Development, Political Action, Occupational Health and Safety, Collective Bargaining {Male and Female Co-Chairs}, Social)

- (a) report to the Annual Meeting on activities and budget
- (b) publish the names of the Committee members
- (c) establish and review annually Committee Terms of Reference

Again, expressions of interest for any of the above positions should be forwarded to the ETFO Limestone Local Elections Officer,

Jeff Einarson at j_einarson@sympatico.ca
no later than April 1st, 2018 at 4 pm.

If you have any questions about these positions or the election process, please contact ETFO Limestone Local Elections Officer,

Jeff Einarson at j_einarson@sympatico.ca