



# Information for Prospective Provincial Executive Members Of Halifax County Local



**Congratulations on taking the step to apply for Provincial Executive. The following is information that will help you during your candidacy for PE.**

## **Roles and Responsibilities of the Provincial Executive** (as found in the NSTU Guidebook);

The Executive functions in the name of the Council between sessions. It shall perform its duties in a manner that is consistent with the will of the Council as expressed through resolutions passed by the Council. In addition, the Executive shall carry out duties imposed specifically by the Teaching Profession Act and:

- (a) appoint and dismiss an Executive Director and such other paid employees of the Union as it may deem necessary and determine their duties, remuneration and terms of employment, including bonding;
- (b) provide suitable offices and equipment for carrying on the work of the NSTU;
- (c) direct and supervise the business, property and affairs of the NSTU between Council meetings, and all decisions that are deemed policy by the Executive shall be forwarded to the upcoming Council as resolutions;
- (d) determine the place and date and make arrangements for workshops and special Council meetings;
- (e) issue a post-Council press release;
- (f) provide assistance with organizing Locals and Regional Representative Councils and Professional Associations;
- (g) shall ratify constitutions of Locals, Regional Representative Councils and Professional Associations by following regulations outlined in the NSTU Guidebook;
- (h) determine the boundaries of the Locals;
- (i) publish a magazine or other official publications;
- (j) cause the books and accounts of the Council to be audited annually by a chartered accountant and cause the report of the auditor to be submitted to Council;
- (k) have the power to convene an emergency meeting of a Local or a meeting of the NSTU members in a given area; and
- (l) is empowered to exercise on behalf of the Union, as the Executive deems advisable from time to time, the powers of the Union under the Teachers' Pension Act and report thereon to the Council at the next following meeting of the Council.

## **Role as Provincial Executive Member of Halifax County Local:**

- a) The PE member shall perform the tasks as outlined in the NSTU Guidebook

b)The PE member shall report Provincial Activities to the Local Executive and to the Halifax County Membership

### **Time Commitments;**

**Day time** meetings are not limited to, but include; (Substitute provided)

- At least six regular meetings of the Provincial Executive each year, some over 2 days
- Liaison to a provincial committee, depending on the committee depends on the amount of meeting per year (at least 3)
- Special meetings

**Night time** meetings are not limited to but include;

- At least 8 local Executive meetings per year, usually 4:30 - 8:00 pm on Wednesdays
- At least 8 Local Council meetings per year, usually 6:00 - 9:00 pm on Wednesdays
- HRRC meetings (approx. 6), usually 6:00 - 9:00 pm on Mondays
- Special meetings (such as asking package or tentative agreement meetings)
- PreCouncil Meeting, traditionally in April

**Weekend and Summer** may include;

- Provincial Summer Planning, 2-3 days traditionally in August
- Local Summer Planning, 2-3 days traditionally in August
- Leadership Development Institute, 3 day traditionally in August
- Annual Council, traditionally Friday - Sunday in May
- Halifax County Rep Training Conference, weekend in the fall

### **Term of Office;**

The term of office for Provincial Executive members elected on a regional basis shall be two (2) years starting August 1st and ending July 31st.

### **Campaigning and Publicity;**

- The local will copy and distribute the following at the April 11, 2018 Local Council meeting;
  1. A black and white poster that must not exceed 11 X 17, 1 per school site. If you wish to have posters printed in colour, it will be at the expense of the candidate and can be distributed at the meeting. If you submit a digital copy, it will be distributed to Reps with the weekly Check In (see timeline)
  2. Other publicity (such as a bookmark, that can fit 4 per 8 ½ X 11 page) will be printed in black and white. If you wish to have these printed in colour, it will be at the expense of the candidate and can be distributed at the meeting

3. All posters must be submitted for approval
- Candidates will be asked to submit a “**What do you want Halifax County Members to know about you?**” on the application. Responses can be up to ½ page (APA Format 12 Times New Roman) and include a picture. These will appear in the Check In as well as on Social Media the week following the close of the nominations.
  - Candidates may be given 2 questions the night of the candidate meeting and another the night of the Local Council Meeting. Answers from the first 2 questions will be sent to the Nominating Committee and published in the Check In as well as Social Media. Answers will be limited in the number of words.
  - Candidates may start their campaigning the day after the closing of PE applications and a meeting has occurred with the candidates, the local president and the nominations chair.
  - School to school campaigning is not permitted.
  - Candidates may use Social Media to campaign as long as they are using good social media etiquette and not posting during school hours.
  - Candidates will be given 3-5 minutes to speak at a Local Council meeting. After a question answer period will occur, at this time members will ask candidates questions and candidates will have a set amount of time to reply.

### **Results of the election;**

- Candidates will be informed by telephone by the Nominations Chair, within a reasonable amount of time, after the polls close as to the results of the election.
- The results, will be announced at the next Local Council Meeting following the election and published in the May Nominations Report

### **Timeline for 2018;**

- February 19, 2018 - PE nominations open
- March 19, 2018- PE nominations close
- March 20, 2018 - “What you want Halifax County Local Membership to know about you?”, to be published on Website
- March 25, 2018 - 2 Questions Due by 2:00pm to, send to [HfxCoNominations@nstu.ca](mailto:HfxCoNominations@nstu.ca)
- March 26, 2018 - Answers will be published in the Check Ins
- March 27, 2018 - ALL Posters due for approval by 2:30 pm (send to [HfxCoNominations@nstu.ca](mailto:HfxCoNominations@nstu.ca))
- April 8, 2018 - Other publicity that can fit in teacher’s mailboxes such as bookmarks due, send to [HfxCoNominations@nstu.ca](mailto:HfxCoNominations@nstu.ca)
- April 2, 2018 - Poster will be sent electronically along with the Check Ins

- April 11, 2018 - Posters and other publicity will be available to reps at the local council meeting
- April 11, 2018 - Candidates will have a chance to address the Local Council and take questions from the floor
- April 19, 2018 - Vote (pending approval of the Provincial NSTU)

## Honoria

- \$2400 honorarium
- Communication allowance

More information in the NSTU Handbook



# NSTU REGIONAL ELECTION FOR PROVINCIAL EXECUTIVE MEMBER

## CANDIDATE INFORMATION SHEET



## 2018

Name:

Contact information: **(W)**

**(H/C)**

**NSTU email:**

Present school/site and assignment:

### NSTU ACTIVITIES

Do you attend meetings of your Local regularly? Yes ( ) No ( )

*Comment:*

List below the NSTU Committees on which you have served and the offices you have held.

**Local:**

**Regional Level**

**Provincial Level**

**National Level**

### PROFESSIONAL ACTIVITIES

(Ex. Professional Association(s), Department of Education & Early Childhood Development Committee(s), School Advisory Council, etc.)

## What do you want Halifax County Local to know about you?

This is the first intro that you will give to the Halifax County Local via the Check In and other Hfx. Co. Local Social Media platforms. You are asked to keep it to half of a page and include a photo. You may want to include your assignment, family of schools, teaching assignment, union experience. This is more of a friendly get to know me writing piece, not a list of all you have done, just key points and highlights.

I       Your name here       have read the Information for Prospective Provincial Executive Members Of Halifax County Local, and understand that I must attend a meeting with the candidates, Local President and the Nominating Chair at the closing of the PE Nominations.

Please email to Shelley Luddington at [HfxCoNominations@nstu.ca](mailto:HfxCoNominations@nstu.ca) by 4:00 pm **Monday, March 19, 2018**