

This role is a member of the Halifax County Local Executive. Expenses are covered (travel, pet/child/eldercare) and there is a small honourarium for the volunteer.)

Paraphrased from our Operational Procedures (posted on our site for more information), the duties are as follows:

Duties as related to the Local Executive

- Conduct the business of the Local;
- Regularly attend meetings related to their role and perform duties as required;
- Present written reports to the Executive & the Local regarding their activities;
- Maintain a written record of their work and shall forward it to their successors;
- At the AGM, present an annual report based on their committee duties and goals;
- May be a member of the Halifax County Local Table Officers or the Halifax Regional Representative Council.

7. DUTIES OF THE VICE PRESIDENT – PROFESSIONAL DEVELOPMENT

7.01 The Vice President – Professional Development shall:

- i. chair the Local Professional Development Committee;
- ii. represent the Local Council on the HRSB-NSTU Article 60 Professional Development Fund Committee;
- iii. receive and collate all applications from members related to Local professional development funding and initiatives;
- iv. receive and approve reimbursement requests along with appropriate receipts from members related to Local professional development funding and initiatives;
- v. oversee the database of members approved for and who have been reimbursed for professional development activities from Local funds;
- vi. communicate with applicants in a timely manner regarding the status of their application;
- vii. liaise with the provincial NSTU Professional Development Committee;
- viii. regularly update and maintain the PD section of the Local website.

Meetings / Time Commitment

- At least 6 Local Executive Meetings
- At least 6 Local Council / General Meetings
- Committee meetings as determined by the Chair & the committee
- Attend Annual Council

- Attend Pre-Council meeting
- Attend Executive Planning, traditionally 2-3 days in the summer time
- Attend NSTU Leadership Development Institute, traditionally 3 days in the summer