

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.

4. DUTIES OF THE HALIFAX COUNTY LOCAL PRESIDENT

4.01 The Halifax County Local President shall:

- i. be the official spokesperson for the Local on Local matters excluding bargaining unit issues;
- ii. oversee the business of the Local;
- iii. prepare the agenda for Local Executive, Local Council and General Meetings;
- iv. make a call for agenda items for Local Executive, Local Council and General Meetings at least one week in advance;
- v. preside at all Local Council, General and Local Executive meetings. If the President is not able to attend, the First Vice President or designate shall be appointed;
- vi. be an ex-officio member of all Local committees;
- vii. be a member of the Regional Representative Council, the Regional Economic Welfare Committee and the Regional Grievance Committee;
- viii. review the Local's Constitution and Operational Procedures during the first meeting of the Local Executive each year;
- ix. perform such duties as directed by the Local, the Local Council, and the Local Executive;
- x. be responsible to report on the activities of the Local and its members in relation to union affairs through a regular communication;
- xi. be the primary contact for the local, responding to the Local membership questions in a timely fashion;
- xii. oversee the Membership Registry update and assist NSTU Representatives as needed;
- xiii. assist with the updating of the NSTU Representatives database and provide to the Chair of the Equity & NSTU Reps Committee, the Treasurer and the secretary;

xiv. oversee the coordination of the Annual Halifax County Local Awards.

4.02 The Local President may:

- i. be the chair of the Halifax Regional Representative Council;
- ii. be the chair of the Regional Grievance Committee;
- iii. be the joint chair of the Management / Teacher Committee;
- iv. be the chair of the Regional Classroom Climate Committee;
- v. be the joint chair of the Halifax Regional Article 60 Professional Development Fund Committee.

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