

Branch Position/Committee Duties from the District 16 Constitution (By-Law IV – Duties pg. 12)

It shall be the duty of the Branch President to:

- represent all members of the Branch, and OT members as necessary, in an objective and professional manner;
- to hold regular meetings with school/workplace administration;
- fulfill duties as prescribed by the Collective Agreement
- carry out such other reasonable duties as may from time to time be delegated by the District President.

It is the duty of the In-school Communications/Political Action Representative to:

- attend meetings of the District Communications /Political Action Committee and arranging for an alternate to cover his/her absences;
- communicate any events or activities happening in schools that would be of interest to the membership to the Chairperson for inclusion in Signal or our website, Facebook page or twitter account;
- submit articles for Signal when appropriate and necessary;
- participate in the CPAC committee planning of internal and external initiatives for the District;
- assist with the planning and implementation of the goal established for the year;
- solicit ideas from members to assist in the planning of communication and political action activities and refer these suggestions to the CPAC Committee for consideration;
- informing branch members of the decisions and plans of the CPAC Committee;

- distribute information on CPAC activities and clarifying for branch members the plans for any political action activity;
- forwarding names to the CPAC Committee of any members interested in participating in political action activities;
- attend meetings of any joint political action group as needed.

It is the duty of the In-school Excellence in Education Representative to:

- attend meetings of the District Excellence in Education Committee and arranging for an alternate to cover his/her absences;
- communicate any events or activities happening in schools that would be of interest to the membership to the Chairperson for inclusion in Signal or our website, facebook page or twitter account;
- submit articles for Signal when appropriate and necessary;
- participate in the Excellence in Education committee planning of internal and external initiatives for the District;
- promote and solicit an annual Excellence in Education grant at their school.

It is the duty of the Educational Services Committee to:

- administering the budget allocated to the ES Committee;
- establish funding guidelines for PD activities at the school level;
- identify the educational needs of teachers, and
- assist the PD Operating Committee in the organization of the Regional PD Day in the different centres, if a regional day is reinstated by the Board.

**It is the duty of the Status of Women
Committee to:**

- monitor regularly the professional status of women members of OSSTF District 16;
- advise the Executive on the need for appropriate action with respect to any developing trends;
- provide a forum for discussion of issues relevant to women in OSSTF District 16;
- develop programs and strategies for change around issues of concern to women teachers;
- act as liaison to the Equal Employment Opportunity Officer Equal Employment Opportunity Committee, and
- elect a person at a May meeting as the committee's recommendation to the District Executive at its first meeting in June for appointment as Chair for the following year.