



CDTA Executive Positions

President

1.0 Release

Given 10 days in lieu

The role of President includes the following:

- Being the face of the CDTA/official spokesperson
- Responding to the needs of members
- Reviewing and implementing the collective agreement
- Responding to BCTF initiatives
- Reporting on the business and activities of the CDTA
- Overseeing special events
- Establishing the CDTA budget
- Attending all Executive/Staff Rep/General meetings
- Attending the BCTF AGM/RA/Zone meetings
- Attending meetings with partner groups and maintaining healthy relationships
- Supporting Exec members and Union reps in their roles
- Taking action on motions from the Exec, staff reps, or the membership at large.

Vice President

Up to 0.6 release

Given 3 days in lieu

The role of Vice President includes the following:

- Taking over presidential duties when required
- Chairing Executive and contract committee meetings
- Taking on the role of the bargaining chair
- Chairing the strike committee and preparing for job action
- Preparing agendas and reading over minutes for Exec, Staff rep, and meetings with leadership
- Participating in the budget setting process
- Examining the CDTA constitution for improvements/changes
- Attending all Executive/Staff Rep/General meetings
- Attending BCTF zone meetings
- Attending meetings with partner groups
- Creating the monthly newsletter
- Taking action on motions from the Exec, staff reps, or the membership at large.

Secretary/ Treasurer

Released as needed

The role of Secretary/Treasurer includes the following:

- Attending all Executive/Staff Rep/General meetings
- Keeping minutes for meetings
- Establishing themselves as a signing authority
- Reviewing financials on a monthly basis
- Answering questions on financial matters
- Assisting in preparing the budget
- Advising President on investment/spending of CDTA funds

Local Representatives to the BCTF

-given three days in lieu

-two to be elected

The role of Local Rep includes the following:

- Attending all Executive/Staff Rep/General meetings
- Attending BCTF Rep Assemblies and the BCTF AGM
- Bringing member concerns to the provincial body
- Reporting to members on provincial positions
- Informing the Executive and Staff reps on Rep Assembly business
- Calling a meeting of BCTF AGM delegates to discuss resolutions

Professional Development Chair

Up to 0.2 Release

Up to 10 additional days on a discretionary basis (paid by the district professional development fund)

The role of the Professional Development chair includes the following:

- Attending all Executive/Staff Rep/General meetings
- Calling Pro-D committee meetings to plan District Pro-D
- Working with Joint Pro-D to set professional development dates
- Reporting on the status and work of the committee
- Presenting professional development issues to the bargaining team
- Attending provincial and zone Pro-D meetings when needed
- Representing the local at the BCTF Zone meetings
- Overseeing the planning and execution of the District Pro-D Day

Health and Safety Chair

Release days available for
committee work

The role of H & S chair includes the following:

- Attending all Executive/General meetings
- Attending all District H&S Committee meetings
- Reporting on Health and Safety issues
- Keeping minutes of H&S meeting
- Representing the local at BCTF zone meetings

TTOC Chair

Must be an active TTOC
in SD71

Release days available for
committee work

The role of TTOC chair includes the following:

- Attending all Executive/General meetings
- Reporting on TTOC issues
- Calling TTOC meetings and keeping minutes
- Representing the local at BCTF zone meetings
- Planning TTOC Appreciation week and other chosen TTOC related events.

Social Justice Chair

Release days available for
committee work

The role of Social Justice Chair includes the following:

- Attending all Executive/General meetings
- Reporting on Social Justice issues
- Calling Social Justice meetings and keeping minutes
- Representing the local at BCTF zone meetings

Indigenous Education Chair

Release days available for
committee work

The role of Indigenous Education chair includes the following:

- Attending all Executive/General meetings
- Reporting on Indigenous Education issues
- Attending Indigenous Education meetings and keeping minutes
- Representing the local at BCTF zone meetings

Public Education Defence Chair

Release days available for
committee work

The role of Public Ed Defence chair includes the following:

- Attending all Executive/Staff Rep/General meetings
- Attending all Public Ed Defence meetings
- Reporting on Public Ed Defence issues
- Keeping minutes
- Planning local action in support of a strong public education system
- Representing the local at BCTF zone meetings

Distance Education Chair

Release days available for
committee work

The role of Distance Education Chair includes the following:

- Attending all Executive/Staff Rep/General meetings
- Attending all Distance Ed meetings
- Reporting on Distance Ed issues
- Keeping minutes
- Additional duties to be decided by new Chair

Members at Large

Release days available for union work

The role of the 4 Members at Large includes the following:

- 1- One Self-Identifying as Racialized
- 2- One Self-Identifying as 2SLGBTQIA+
- 3- One Self-Identifying as Disabled
- 4- One (open) M@L

- Attending all Executive/Staff Rep/General meetings
- Providing feedback and perspective
- Assisting with various CDTA functions and committees

Meetings Chair and Alternate

The role of Meetings Chair includes the following:

- Impartially chairing General/Special/Staff Rep meetings
- Having a familiarity with rules of order
- Familiar with the By-Laws, policies and procedures of the CDTA and BCTF
- Maintaining order and decorum

Contract Committee

Four to be elected

The role of the Contract Committee includes the following:

- Meeting annually
- Examining and becoming familiar with the contract
- Identifying areas of needed improvement for future rounds of bargaining