

## **DUTIES & RESPONSIBILITIES OF BRANCH EXECUTIVE MEMBERS**

*OSSTF Motto: Let us not take thought for our separate interests, but let us help one another.*

### **Branch President**

- Attending one Teachers/Occasional Teachers Council meeting a month, usually held on the 3rd Tuesday from 4:00 to 7:00 PM to vote, receive communication to send to members and bring teacher concerns forward. A light supper is provided during the meeting.
- Attending any branch training or special meetings called by the Unit President.
- To facilitate the election of the Branch Executive at their Branch prior to the June meeting of the Teachers/Occasional Teachers Council.
- To act as the Branch’s Teachers/Occasional Council Representative throughout the school year.
- To report any alleged violations of the Collective Agreement in the branch to the Unit Grievance Officer, CBC Rep, and Teachers/Occasional Teachers Council.

### **Deputy Branch President (1 for worksites with 40+ members, and 2 for worksites with 151+ members)**

- Attending and voting at the monthly Teachers/Occasional Teachers Council Meetings.
- Attending any branch training or special meetings with the Branch President called by the Unit President.
- Assisting the Branch President as required.
- To report any alleged violations of the Collective Agreement in the branch to the Unit Chief Negotiator, CBC Rep. and Teachers/Occasional Teachers Council

### **Branch Collective Bargaining Committee Rep. (Unit Committee)**

- Attending and participating in one meeting per month usually the second Tuesday of the month at 4:00 PM at the District 21 Office where supper is provided.
- As a committee, you develop the Brief for the contract negotiations with the Board, take Branch concerns to the committee and distribute negotiations updates to Branch members.
- Your responsibility is to communicate information (that is not in executive session) and activities relevant to the membership to the Branch Executive.

### **Branch Communications/Political Action Committee Rep. (District Committee)**

- Attending and participating in one meeting per month at the District 21 Office where a light supper is provided.
- The committee advances the cause of education in the political arena. If it is an election year for Trustees or the Provincial Government the planning of All-Candidates Nights, promoting candidates etc. will be part of this Committee’s responsibilities.
- The committee considers suggestions for the District 21 Electronic Monthly Newsletter and compile it for distribution for the membership.
- Your responsibility is to communicate information and activities relevant to the membership to the Branch Executive.

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### **Branch Educational Services Committee (ESC) Rep. (Unit Committee)**

- Attending and participating in one meeting a month where a light supper is provided.
- Responsible for distributing, receiving and approving applications for OSSTF professional development funds for individual activities and for planning OSSTF sponsored membership in-service.
- The committee discusses and disseminates professional development issues and makes recommendations to the Executive, Council and Board Committees.
- The committee judges the local entries to the Marion Drysdale Awards and co-ordinate the selection of the Walter Clarke and Walter Lunn Award Recipients.
- Your responsibility is to communicate information and activities relevant to the membership to the Branch Executive.

### **Branch Health and Safety Rep. (District Committee)**

- Attending Branch Health & Safety meetings as called by the Unit Executive. This is an ad-hoc committee so meetings are called when necessary.
- You would be a liaison for worksite members who have health and safety questions and concerns, will sit on the worksite's Health and Safety Committee and may be released to conduct monthly health and safety inspections.
- Your responsibility is to communicate information and activities relevant to the membership to the Branch Executive.

### **Branch Human Rights Rep. (District Committee)**

- Attending and participating in one meeting per month where a light supper is provided.
- The committee recognizes the diversity of OSSTF District members, and promotes inclusivity/ equity in the workplace. It also supports human rights issues in the workplace/ community and plans events for the district membership.
- Your responsibility is to communicate information and activities relevant to the membership to the Branch Executive.

### **Branch Status of Women Committee Rep. (District Committee)**

- The committee recognizes women issues in the workplace, promotes inclusivity/ equity in the workplace as it pertains to women rights. It also supports women's rights issues in the workplace/ community and plans events for the district membership.
- Your responsibility is to communicate information and activities relevant to the membership to the Branch Executive.