

GEDSBOT Executive Positions

Note - all members of the Executive attend nine Executive meetings each year. Release time is provided for time spent on the role at the GRID rate of pay. Days spent on Executive work count towards a member's days to stay on the OT List.

President - represents Local at all school board & ETFO provincial meetings, official spokesperson of Local, represents members, signing officer, attends Federation Annual Meeting, must have 1 Year on Executive to apply.

Vice-President - assume duties of President when absent, presents draft budget at Local Annual Meeting, presents final budget at Fall General Meeting, assists President with duties of Local, attends Federation Annual Meeting.

Treasurer - acts as signing officer, ensure payment of expenses & deposits of receipts, keep accurate financial records, make financial reports at Executive meetings, report investments, ensure annual audit completed, forward audited financial statements to provincial office.

Secretary - maintain accurate records of Local meetings, maintain records of correspondence, prepare and circulate minutes of Executive and General Meetings, compile list of motions.

Equity & Social Justice/Status of Women - attend GEETF Equity & Social Justice and Status of Women meetings and report back to Executive, arrange member opportunities or events related to portfolio

Professional Learning - arranges Professional Learning (PL) opportunities for members, liaise with GEETF Professional Learning Chair, report to Executive on PL, receive member applications for Professional Learning funds.

Political Action - attend GEETF Political Action meetings and reports back to Executive, arrange member opportunities or events related to portfolio

Health & Safety - attends monthly JOHSC meetings with the board (paid at daily rate) and reports back to Executive, conducts annual audits, participates in applicable training sessions.

Goodwill - issues cards to members in special circumstances (bereavement, illness, marriage), helps plan activities for Local Annual and Fall General Meetings.

Constitution - ensures Local Constitution is up-to-date and proposes changes.

Website – ensures that the Local's Website is up-to-date including upcoming event registrations and updated documents, proposes changes to website.

Executive at Large - attends Executive meetings, assists Executive members where needed.