

## **VINTA Executive Committee Responsibilities by Role**

\*\* Please note this is not an extensive list of the responsibilities of each

### **President**

- Primary spokesperson for the Local, representing views of the membership to district management, school board, BCTF and media
- Attend and organize monthly EC and EC/RA meetings (third Wednesday of each month)
- Attend all VINTA Committee meetings (ex officio)
- Attend District Professional Development meetings (with PD Chair and Treasurer) three times a year
- Advise and represent members in grievance/Code of Ethic/investigation meetings
- Attend BCTF Rep Assembly Meetings (3) and BCTF AGM (Spring Break)
- Act as the conduit between the BCTF and the Local Office
- Act as the conduit between Local members and the Board
- Process Step I and Step II Grievances
- Prepare Post Step III Grievance packages and handle arbitrations
- Provides advice to and advocates for members with regards to contractual as well as personal matters
- Manage VINTA office and employee(s)
- Ensure that all regulatory filing is completed (CRA, Elections BC etc)
- Attends Summer Conference and Zones
- Is a signing officer for all VINTA accounts

### **Vice-President/Bargaining Chair**

- Attend and chair monthly EC/ECRA Meetings/General Meetings/AGM
- Advise and represent members in grievance/Code of Ethic/investigation meetings
- Fill in for the president when necessary
- Provides advice to and advocates for members with regards to contractual as well as personal matters
- Is a signing officer for all VINTA accounts

### **Bargaining Chair**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Chairs the Bargaining Committee and leads the Bargaining Team
- Chairs the Grievance Committee
- Attends Summer Conference and Zones

### **Treasurer**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Consult with EC and Confidential Secretary regarding budgets and funding issues
- Organize and present a monthly and yearly budget for the EC and EC/RA meetings/General Meetings/AGM
- Ensure that banking information is up to date
- Attend District Professional Development meetings (with LP and PD Chair) three times a year
- Is a signing officer for all VINTA accounts

### **Local Representative**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Attends the BCTF Representative Assemblies (3/year) and AGM
- Holds all the votes for our Local and represents our Local at BCTF Representative Assemblies
- Holds a proportionate number of votes at the BCTF AGM
- Reports back to VINTA members after each BCTF Meeting
- Act as an alternate chair for VINTA meetings

### **Aboriginal Education Chair**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Attend District Aboriginal Education meetings as required
- Provide information and resources as required
- Can attend Summer Conference and Zones

### **French Language Chair**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Attend District French Language meetings as required
- Provide information and resources as required
- Advocate for effective use of language-based funds
- Can attend Summer Conference and Zones

### **Health, Safety and Wellness Chair**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Chair VINTA HSW Committee meetings (second Wednesday of each month)
- Represent VINTA on District Health and Safety Committee
- Respond to questions and concerns raised by VINTA members and JOHS Committees
- Attends Summer Conference and Zones

### **Member-at-Large**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Represent members on the VINTA EC

### **Member-at-Large: Equity Seeking**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Represent Equity Seeking members on the VINTA EC

### **Political Action Contact**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Supports political messaging from BCTF in our local
- Attend BCTF political action conferences and training
- Help organize local political action training initiatives as needed
- Support job action and other messaging to members
- Support member engagement
- Can attend Summer Conference, and Zones (when invited)

### **Professional Development Chair**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Chair monthly Pro-D Committee Meeting (first Wednesday of each month)
- Attend District Professional Development meetings (with LP and Treasurer) three times a year
- Oversee and give direction for Pro-D as per the CA and VINTA Pro-D Policy Manual
- Foster involvement of the membership in growth as professionals
- Coordinate the development of District-based Pro-D Day events with the Pro-D Committee
- Manage Pro-D Funds in conjunction with LP, Treasurer and Administrative Assistant
- Entitled to release time equalling 2 days per month
- Can attend Summer Conference and Zones
- Is a signing officer for all VINTA accounts

### **Social Justice Chair**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Communicate Social Justice issues to the membership with the LP
- Apply for and oversee BCTF Social Justice grants
- Organize Social Justice initiatives to support members as needed
- Can attend Summer Conference and Zones

### **Teachers-Teaching-On-Call Contact**

- Attend monthly EC and EC/RA meetings (third Wednesday of each month)
- Provide support and act as a resource for TTOCs regarding union activities
- Disburse information to TTOCs as needed
- Organize an annual TTOC Appreciation activity
- Can attend Summer Conference and Zones

\*Executive members may also work as Staff Representatives at their schools, but it is preferable to have other members engaged in that important work.