



## Becoming an Executive Member:

### Annual General Meeting – **Tuesday, May 7, 2019**

Nominations close **Thursday, March 21, at 4:00 p.m.** The District Office **must** receive the **Nomination Form, and Signed Code of Conduct by this date and time. While the forms may be faxed to the District Office, original documents must be received before the AGM.**

The nomination form requires the signatures of **five (5)** active members of the D19 Teacher Bargaining Unit.

The term of office is from July 1, 2019 to June 30, 2021.

The duties of officers are outlined in Bylaw 7 of the District 19 Bylaws and the roles and responsibilities of committee chairs are outlined in the committees' Terms of References, which are attached to District 19 Procedures.

#### **Hours/Commitment**

Each committee sets its priorities at the beginning of the school year based on its Terms of Reference, the needs of the membership.

The Chairs of committees **must** attend the following meetings:

- a) Committee Meeting (to be determined by chair and committee members)
- b) Unit Executive (once a month)
- c) Teachers' Bargaining Unit (TBU) Council (once a month)

The Provincial Councillor **must** attend the following meetings:

- a) Unit Executive (once a month)
- b) Teachers' Bargaining Unit (TBU) Council (once a month)
- c) Provincial Council

There may also be emergency meetings called as needed.

**Elected Officers must attend Unit Executive and TBU Council meetings as well. Absences should be rare and all such absences must be reported to the President.**

Committee meetings, Unit Executive and TBU Council meetings all begin at 4:00 p.m. Council and Executive meetings can be long, depending on the agendas for the meetings.