

RESPONSIBILITIES OF STAFF REPRESENTATIVES

STAFF REPRESENTATIVES HAVE A VITAL PART TO PLAY IN THE GOVERNING OF OUR ASSOCIATION.

A. AT THE SCHOOL

- (1) Inform staff members about issues by posting and/or distributing literature and minutes. Report (in writing or orally) after each Representative Assembly.
- (2) Conduct meetings and polls to determine the feeling of the staff on BTA and BCTF matters.
- (3) Be familiar with the Bylaws and Policies and Procedures of the BTA and BCTF. These are the "rules" of operation and all members are required to follow them.
- (4) Know where to find the Collective Agreement and how to look up issues.
- (5) Know the procedures for handling problems and/or grievances at the school level. Be involved in those procedures whenever possible as an advocate, or direct your staff members to the BTA office for advice.

B. AT THE REPRESENTATIVE ASSEMBLY

- (1) Make sure your staff is represented at EACH meeting. Read minutes, meeting agendas and other materials in advance.
- (2) Come prepared with your staff's concerns or questions. There is a time on each Representative Assembly agenda for Staff Representatives to express their staff's concerns and receive feedback and/or assistance on solutions dealing with the concerns.

C. THE GENERAL MEETING

- (1) Make sure all staff members know when and where a General Meeting will be held. **ENCOURAGE ALL MEMBERS TO ATTEND!!**
- (2) Discuss the business to be conducted to encourage interest among the staff.

Thank you for taking on this role! If you have any questions or need help dealing with a situation at your school, please call the BTA Office (604-294-8141).