

# ETFO – Toronto Occasional Teachers Executive Position Descriptions

## President

- Official spokesperson for the Local
- Local signing officer
- Full-time release position from September through June
- Works out of a central office
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration in accordance with the Labour Relations Act and the Local collective agreement
- Communicates with the membership through newsletters and the Local website
- Ex-officio member of all committees, including the Collective Bargaining Committee
- Chairs all Executive and General Meetings
- Co-chairs Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- Represents Local at ETFO Representative Council

## First Vice President

- Release position from September through June as determined by the Executive
- Works out of a central office
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Attends all Executive and General Meetings of the Local
- Attends and/or chairs committee meetings
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend Representative Council
- Assumes duties of President as necessary

## Second Vice-President

- May be released to conduct Union business, as determined by the Executive
- Attends all Executive and General Meetings
- May sit on Board/Union Consultation Committee

## Second Vice-President continued...

- Attends and may chair committee meetings
- Other duties as assigned by the Executive
- Assumes duties of First Vice-President as necessary

## Third Vice-President

- Attends all Executive and General Meetings
- Attends and may chair committee meetings
- Other duties as assigned by the Executive
- Assumes duties of Second Vice-President as necessary

## Treasurer

- May be released to conduct Union business, as determined by the Executive
- Attends all Executive and General Meetings
- Presents financial report at all meetings
- Attends and may chair committee meetings
- Prepares and oversees the annual budget of the Local
- Conducts Local's banking as a signing officer
- Arranges for the annual audit
- Willing to submit to credit check

## Secretary

- Attends all Executive and General Meetings
- Prepares minutes and emails an electronic copy to the President
- Sits on and/or chairs various committees

## Executive-at-Large

- Attends Executive and General Meetings of the Local
- Attends and may chair committee meetings
- Participates in debates and votes on issues affecting members
- Acquires knowledge of Board/Union relations and Federation structure
- May participate in Provincial Federation activities

Please note that, in accordance with article 6.1.4. of our Local Constitution, "An Executive member must maintain active membership status in the Local to maintain a position on the Local Executive.



# Nomination Form

for Positions on the 2012 – 2013

## ETFO - Toronto Occasional Teachers' Local Executive

\*President  
\*First Vice-President  
Second Vice-President  
Third Vice-President

\*Treasurer  
Secretary  
Executive-at-large (6)

**Nomination for the position of:**.....

**\*\*Name of Person Nominated:** (please print).....

Address:..... Phone:(.....).....

Signature: ..... Email address .....  
(For confirmation of receipt of nomination)

**\*\*Nominator:** (must be another member who has worked for the TDSB within 60 days prior to the date of signing this nomination.)

Name: (please print) .....

Address: ..... Phone: (.....).....

Signature: ..... Date: .....

A profile of up to two hundred words should accompany this form for inclusion in the Elections Package.

**This form and profile must be received by 4:00 p.m. on February 10, 2012  
by Canada Post mail only.**

Members may run for up to two (2) positions. Votes will be counted in the order of President, First Vice-President, Second Vice-President, Third Vice-President, Treasurer, Secretary and Executive-at-large.  
Please photocopy this form as needed.

\* Candidates running for the positions of President, First Vice-President and Treasurer must have served at least one year on the ETFO-Toronto Occasional Teachers' Local Executive.

\*\* All candidates and nominators must be on the TDSB's Elementary Occasional Teachers list and must abide by OTF membership Bylaws (must have worked as an elementary occasional teacher with the Toronto District School Board within the last 60 school days preceding the nomination deadline) before standing for a position - or nominating another to stand for a position on the Local Executive.

**Please mail the form and profile to: Toronto O.T. Elections Officer,  
6435 Edward Blvd. Units 5&6,  
Mississauga, Ontario, L5T 2P7**

**The Elections Officer will contact you by email within three (3) school days of receiving your nomination to confirm receipt of this form.**