

**Executive Guidelines of the
North Central Teachers' Convention Association
of The Alberta Teachers' Association**

EXECUTIVE GUIDELINES

**Role Descriptions for Board Members,
Executive Officers and the Assistant to the Executive**

1. BOARD MEMBERS

In addition to the general duties outlined in the constitution and those of all Convention Board members, the representatives from each member-local elected or appointed to the Convention Board are

- 1.1. required to:
 - 1.1.1. attend the three annual meetings of the Convention Board as well as any additional emergent meetings.
 - 1.1.2. participate in the debate and the discussion of convention business and to vote on all motions.
 - 1.1.3. share convention-related matters with their local and bring local needs, questions, and concerns to the Convention Board.
 - 1.1.4. provide website training to their local and to troubleshoot any initial website or schedule issues.
 - 1.1.5. participate in annual Convention Board training activities.
 - 1.1.6. find volunteers from their local who are willing to chair sessions at the convention if deemed necessary by the Director of Program.
 - 1.1.7. volunteer during convention to act as host in the Speakers Lounge, front desk at the Edmonton Convention Centre or at other convention venues as needed.
 - 1.1.8. volunteer to be a member of the programming committee working in conjunction with the Director of Program to choose convention sessions (at least one per member local).
 - 1.1.9. chair at least one session of their choice at the convention.

2. PRESIDENT

The President shall:

- 2.1. act as the official spokesperson of the convention board

- 2.2. ensure that the business and activities of the NCTCA are conducted efficiently.
 - 2.2.1. call and chair all board meetings – three per year
 - 2.2.2. call and chair all executive committee meetings
 - 2.2.3. cast a vote in the event of a tie at all meetings.
 - 2.2.4. attend all program committee meetings.
 - 2.2.5. approve all agendas prior to executive and board meetings
 - 2.2.6. deal with any arising issues
- 2.3. work with the past president to book featured speakers.
 - 2.3.1. present to the Board proposed keynote speakers, their fees and expenses as approved by the program committee
- 2.4. write letters to local presidents, superintendents and others as required by circumstances and/or as directed by the Board or the executive committee.
 - 2.4.1. including invitations to the Members of the Legislative Assembly.
 - 2.4.2. requesting release time for speakers and executive members
- 2.5. serve as a liaison between the NCTCA and ATA or arrange for NCTCA representatives to:
 - 2.5.1. attend fall and spring convention meetings
 - 2.5.2. attend fall and spring PDAC
 - 2.5.3. attend Summer Conference
 - 2.5.4. receive and share the highlights of the post convention survey conducted by the Association.
- 2.6. assume the following duties during convention
 - 2.6.1. attend pre convention meetings.
 - 2.6.2. to announce program changes (speakers, times, venues, etc.)
 - 2.6.3. introduce the opening keynote speaker(s).
 - 2.6.4. host or arrange for a host for the Partner in Education Luncheon
 - 2.6.5. attend partner organizations' events and activities as required.
- 2.7. apply for grants available through the ATA.
- 2.8. compile and submit Convention Annual Report to the ATA at the appropriate time.

3. PAST PRESIDENT

The Past President shall:

- 3.1. assume the role of chairperson for NCTCA meetings in the absence of the president

- 3.2. chair the following NCTCA committees
 - 3.2.1. finance
 - 3.2.1.1. review major change of the actual budget as needed
 - 3.2.1.2. plan the proposed budget for the following convention year
 - 3.2.2. constitution review
 - 3.2.2.1. review guiding documents and make appropriate changes
 - 3.2.2.2. keep current documents available to all
 - 3.2.3. ad hoc committees where it is deemed that the advice and input of the past president is necessary
- 3.3. serve as a member to all other executive committees
- 3.4. in the absence of a treasurer, oversee the duties of the Finance Manager
 - 3.4.1. review the monthly bank reconciliation
 - 3.4.2. review all report before a meeting
- 3.5. be the lead contact with the ATA for guest registration
- 3.6. coordinate the workers during the 2 days of Convention
 - 3.6.1. in consultation with the Assistant to the Executive, hire temporary workers to be at the main venues
 - 3.6.2. create, in consultation with the Assistant to the Executive, a volunteer sign up sheet, to ensure that there is a sufficient number of board members to act as host/hostess for the Speaker Host Rooms
- 3.7. assume the following duties during convention:
 - 3.7.1. attend pre-convention meetings.
 - 3.7.2. ensure a schedule for volunteer is posted in the appropriate venues
 - 3.7.3. chair at least one session during the convention
 - 3.7.4. introduce the Honorary president during the opening Featured speaker
 - 3.7.5. welcome or arrange for someone to check in all guests arriving at the Convention desk

4. DIRECTOR OF PROGRAM

The Director of Program shall:

- 4.1. oversee the convention program and timetabling
 - 4.1.1. call and chair all meetings of the program committee.
 - 4.1.2. inform the director of facilities of the dates of program meetings
 - 4.1.3. solicit Board members to serve on the program committee (with the goal of one representative from each member local)

NOTE: The program committee will consist of all members of the Executive committee and Board members, to be selected according to program need, from those Board members who volunteer at the spring Board meeting

- 4.1.4. ensure that the Assistant to the Executive receives and oversees data entry of speaker information to the website prior to committee meetings
- 4.1.5. call and chair the meeting to develop the timetable. This committee might include members of the Executive and the Assistant to the Executive
- 4.2. ensure the Assistant to the Executive is maintaining communication with speakers
 - 4.2.1. initial contact with speakers
 - 4.2.2. confirmation email to speakers (outlines day, time and location of presentation, fee, travel expenses, accommodation, audiovisual requirements, expenses, etc.)
 - 4.2.3. information package to speakers (including expense claim form, and instructions on how to access and use SCHED
 - 4.2.4. confirmation email to chairpersons through website
 - 4.2.5. letters requesting release time for speakers when required
 - 4.2.6. letters requesting permission for use of off-site venues
 - 4.2.7. ensure room set-up for speakers document is shared with the Director of Facilities to provide proper communication
 - 4.2.8. in consultation with the Assistant to the Executive, ensure that arrangements are made to provide gifts for speakers who will not be receiving an honorarium.
 - 4.2.9. with all venues.
 - 4.2.10. ensure that the Director of Facilities has accessed the list of speakers' audio-visual requirements to provide proper communication with the audio-visual provider
- 4.3. oversee the pre-registered sessions process
- 4.4. present program reports at the board meetings
- 4.5. assume the following duties during the Convention:
 - 4.5.1. chair a session
 - 4.5.2. greet speakers
 - 4.5.3. trouble-shoot program issues

5. SECRETARY

The Secretary shall:

- 5.1. be generally familiar with the ATA's Privacy Policy and maintain records containing personal information in accordance with the legislation.
- 5.2. function as the primary communication link between the board members and the executive.
 - 5.2.1. forward any communication from Board members to appropriate Executive members and reply as instructed.
- 5.3. prepare and send any correspondence as directed by the President

- 5.4. prior to Board meetings
 - 5.4.1. prepare Notice of Meeting, agenda
 - 5.4.2. compile, edit and email executive reports and minutes of the previous Board meeting at least 7 days prior to meetings.
 - 5.4.3. prepare copies for Board member envelopes
- 5.5. keep record of attendance of representatives at Executive committee meetings, Board meetings and program committee meetings.
- 5.6. take minutes of Board, Executive committee and program committee meetings.
 - 5.6.1. prepare and distribute minutes of Board meetings to all Board members.
 - 5.6.2. forward copies of approved minutes of Board and Executive committee meetings to Barnett House and minutes of program committee meetings to ATA factotum.
- 5.7. maintain current copies of the Constitution, Policy and Standing Rules and Executive Guidelines.
 - 5.7.1. edit and forward changes, suggested by the committee, to the Constitution, Policies and Standing Rules and Executive Guidelines to Board members.
 - 5.7.2. edit and forward changes to the Constitution to Barnett House for approval by PEC.
- 5.8. ensure the online board data collection is up to date including
 - 5.8.1. board member names, addresses, phone numbers, email addresses, school contact information
 - 5.8.2. monitor local data containing contact information for the President, Secretary and Treasurer of each local.
- 5.9. notify the ATA when the schedule becomes available online
- 5.10. work with the Past President to arrange and manage the convention host room
- 5.11. work with the Executive to the Assistant and the Director of Facilities to organize the Partners in Education Luncheon.
- 5.12. assume the following duties during convention:
 - 5.12.1. attend pre convention meetings.
 - 5.12.2. chair a session during the convention
 - 5.12.3. host and ensure success of Partners in Education Luncheon

6. DIRECTOR OF COMMUNICATIONS

The Director of Communications shall:

- 6.1. be generally familiar with the ATA Privacy Policy and maintain records containing personal information in accordance with legislation
- 6.2. attend all Board and Executive meetings
- 6.3. design, order and oversee distribution of delegates, speakers, exhibitors and staff identifiers
- 6.4. ensure proper communication
 - 6.4.1. maintain social media presence including website, Facebook and twitter
 - 6.4.2. promote brand recognition and ensure brand integrity
 - 6.4.3. organize media coverage during the two convention days and forward the link to the online convention program to media contacts.
 - 6.4.3.1. provide opportunities to media personnel to hold interviews
 - 6.4.4. work with the Director of Program to ensure featured sessions are highlighted on the website, social media and printed promotion
- 6.5. organize and host the Pre-Convention Social Mixer
 - 6.5.1. arrange venue, publicity and menu
- 6.6. seek sponsorship from approved ATA partners.
- 6.7. evaluation
 - 6.7.1. promote online evaluation participation including prizes.
 - 6.7.2. receive the post-convention evaluation report from the Assistant to the Executive in time to be presented at the spring Board meeting
- 6.8. assume the following duties during convention:
 - 6.8.1. attend pre convention meetings.
 - 6.8.2. maintain social media presence
 - 6.8.3. chair a session during the convention

7. DIRECTOR OF FACILITIES

The Director of Facilities shall:

- 7.1. book venues for meetings of:
 - 7.1.1. executive committee
 - 7.1.2. board of directors
 - 7.1.3. program committee
 - 7.1.4. other committees as required
- 7.2. arrange, book and sign contracts for Convention venues and suppliers. These contracts should be signed at least one year in advance but multi-year contracts may be more appropriate

- 7.2.1. the host hotel(s),
 - 7.2.2. all venues
 - 7.2.3. the audiovisual, electrical
 - 7.2.4. display/show services providers.
- 7.3. coordinate food and beverage requirements ensuring dietary restrictions are considered
- 7.3.1. for all meetings.
 - 7.3.2. for host room
 - 7.3.3. for the Partners in Education Luncheon
 - 7.3.4. other events as directed by the President
- 7.4. work in collaboration with the Assistant to the Executive to:
- 7.4.1. confirm room set-ups and audiovisual needs for all sessions and send this information to the convention facilities and suppliers.
 - 7.4.2. coordinate flight arrangements with travel agent as per the speaker requirements and relay final confirmations to the speakers and Director of Program.
 - 7.4.3. make reservations for speakers and executive guest rooms as required. and relay final confirmations to Director of Program.
- 7.5. assume the following duties during convention:
- 7.5.1. attend pre-convention meetings
 - 7.5.2. chair a session during the convention.
 - 7.5.3. coordinate security requirement for the Convention,
 - 7.5.4. keep in constant communication with a/v provider and Assistant to the Executive

8. DIRECTOR OF EXHIBITS

The Director of Exhibits shall:

- 8.1. communicate with service suppliers to:
- 8.1.1. obtain an exhibit booth floor plan and sets up booths for exhibitors,
 - 8.1.2. provide booth signage,
 - 8.1.3. ensure electrical services are available for the exhibitors.
 - 8.1.4. ensure audio-visual services are available for exhibitors.
 - 8.1.5. ensure that internet services are available for exhibitors
 - 8.1.6. to coordinate exhibitor move in and move out
 - 8.1.7. communicate with the Edmonton Conference Centre for the parking passes and the set up of display materials.
- 8.2. access the website to:
- 8.2.1. ensure that the information is up to date for the current year, including all letters send to exhibitors via the email
 - 8.2.2. contact potential exhibitors as per the list from previous year(s),
 - 8.2.3. approve or reject exhibitor applications,

- 8.2.4. oversee the collection all fees received from exhibitors,
 - 8.2.5. maintain a database and record of exhibitors.
 - 8.2.6. generates reminders via email prior to convention.
- 8.3. ensure exhibitor material is prepared
- 8.4. in the month prior to convention
- 8.4.1. ensure that large convention signage is printed with correct and current information.
 - 8.4.2. arrange for ATA's banners to be on site for the Convention
- 8.5. assume the following duties during convention:
- 8.5.1. attend pre-convention meeting at the Edmonton Convention Centre
 - 8.5.2. work with another Executive member to set up on the Wednesday preceding convention.
 - 8.5.3. welcome exhibitors and trouble-shoot during convention.
 - 8.5.4. solicit feedback from exhibitors.
 - 8.5.5. arrange for storage of reusable signage at the end of convention.
 - 8.5.6. work with Assistant to the Executive to ready the website for exhibitor registration for the following year.

9. TREASURER

In the absence of a Treasurer, the Past President will assume the role of Finance advisor. A Finance Manager may be contracted to fulfill the duties of Treasurer.

The Treasurer shall:

- 9.1. serve as a member of the Executive committee, the budget committee and other committees as deemed desirable by the Executive committee
- 9.2. keep accurate records of all funds received and disbursed and take charge of the same
 - 9.2.1. journalize the receipts and disbursements in QuickBooks on a regular basis
 - 9.2.2. make all necessary disbursements as directed by the president, Board or executive committee
 - 9.2.3. monthly:
 - 9.2.3.1. reconcile bank statement with the convention's cheque book
 - 9.2.3.2. report any discrepancies to the executive committee
 - 9.2.3.3. reconcile PayPal statements with QuickBooks
 - 9.2.4. quarterly:
 - 9.2.4.1. complete and file the required GST forms with the federal government
 - 9.2.4.2. pay or receive the appropriate amounts in order to balance the GST records
 - 9.2.5. purchase and maintain records of executive member's software and computers

- 9.3. annually:
 - 9.3.1. convene the Finance Committee in conjunction with the Past President to prepare the annual budget
 - 9.3.2. present the annual budget to the executive committee and to the board (March-April meeting)
 - 9.3.3. prepare and present to the convention Board and to the Secretary-Treasurer of locals, an audited financial statement and such financial statements as may be required. The audit is prepared after the year end (June 30).
 - 9.3.4. inform the Treasurer of each member local of that locals annual levy and then collect and deposit the levy
 - 9.3.5. arrange to have the year end financial records to be reviewed by a third party (accountants)
 - 9.3.6. access grants available through the ATA for teachers of French
 - 9.3.7. send to the ATA the list of honoraria paid to the executive committee, speakers and businesses before December
 - 9.3.8. provide international speakers appropriate Canada Revenue Agency tax forms as required by the ATA

- 9.4. in conjunction with the Program Chair and Assistant to the Executive, review the Speaker Report for preparation of claim form for speaker honoraria and expenses at the Convention

- 9.5. assume the following duties during convention
 - 9.5.1. attend pre convention meetings
 - 9.5.2. provide payment to speaker for expenses and honoraria
 - 9.5.3. accept payment from outstanding guest registrations

10. ASSISTANT TO THE EXECUTIVE

The Assistant to the Executive shall:

- 10.1. attend all Executive meetings, program committee meetings and other subcommittee as required

- 10.2. promptly forward all correspondence to the Executive member who will deal with the topic

- 10.3. work with the Director of Program to:
 - 10.3.1. update site pages, email templates and databases
 - 10.3.2. manage proposals
 - 10.3.2.1. ready the database
 - 10.3.2.2. assign review groups
 - 10.3.2.3. approve/decline proposals
 - 10.3.3. create sessions
 - 10.3.3.1. prepare for timetabling meeting

- 10.3.3.2. input scheduling details in database
 - 10.3.3.3. upload info to SCHED
 - 10.3.3.4. create Physical education schedule to provide a balance program
 - 10.3.4. work with related partners to book offsite locations
 - 10.3.5. organize Pre-registered Sessions
 - 10.3.5.1. upload sessions to Eventbrite
 - 10.3.5.2. manage and deliver attendee list's for speakers
 - 10.3.5.3. send all notifications including offsite locations to speakers and attendees
 - 10.3.5.4. manage all cancelled sessions
 - 10.3.5.5. respond to speaker and attendee phone calls and email inquiries
 - 10.3.6. oversee Speakers' Corner
 - 10.3.6.1. contact book seller with detailed information about speakers session and locations
 - 10.3.6.2. arrange set up of Speakers' Corner
- 10.4. work with Finance Manager to:
 - 10.4.1. create speaker report
 - 10.4.2. review all speaker details with both Finance Manager and Director of Program to ensure accuracy for event
 - 10.4.3. review list of speakers receiving gift cards and coordinate distribution
- 10.5. in consultation with the Director of Facilities:
 - 10.5.1. provide reports as needed
 - 10.5.1.1. room set ups for each venue
 - 10.5.1.2. A/V requirements
 - 10.5.1.3. travel details
 - 10.5.1.4. accommodation for Speakers
 - 10.5.1.5. special requests
 - 10.5.2. coordinate Partners In Education Luncheon
 - 10.5.2.1. confirm menu and pricing for Eventbrite and Sched
 - 10.5.2.2. arrange venue setup and special requests
 - 10.5.3. communicate frequently about any changes to program that affect reports
 - 10.5.4. meet with Venue contacts to verify venue details and scheduling
- 10.6. in consultation with the President:
 - 10.6.1. manage Feature Speakers details
 - 10.6.1.1. assist and follow up with scheduling and contract confirmations
 - 10.6.1.2. participate in Pre-convention speaker meetings
 - 10.6.1.3. assist and arrange any special requests necessary
 - 10.6.2. provide appropriate data required for grant and report submissions
 - 10.6.3. general requests as needed
- 10.7. in consultation with the Past President:
 - 10.7.1. manage Feature Speakers details
 - 10.7.1.1. assist and follow up with scheduling and contract confirmations

- 10.7.1.2. participate in Pre-convention speaker meetings
 - 10.7.1.3. assist and arrange any special requests necessary
- 10.7.2. create and manage volunteer online signup and organization
- 10.7.3. provide website access for Guest Registration and send invitations
- 10.7.4. assist with hiring temporary venue staff

- 10.8. in consultation with the Secretary:
 - 10.8.1. manage Partners in Education Luncheon
 - 10.8.2. get approval for menu and prices to the Director of Facilities
 - 10.8.3. organize online ticket sales, inviting local to buy
 - 10.8.4. confirm Attendee
 - 10.8.5. coordinate with the venue
 - 10.8.6. handle other details as required

- 10.9. work with Director of Communications on
 - 10.9.1. managing identifiers and ordering as needed
 - 10.9.2. inform on any changes needed to be communicated with delegates

- 10.10. liaise with website designers on:
 - 10.10.1. arranging and attending site related meetings
 - 10.10.2. contacting and working with designers for any immediate issues related to the running of mynctca.com
 - 10.10.3. sharing and problem-solving issues for the continued efficiency of the site
 - 10.10.4. reviewing invoices for work that has been completed

- 10.11. two weeks prior to Convention, in cooperation with the NCTCA executive, coordinate the logistics of the convention event
 - 10.11.1. prepare various signage (Speakers corner signs, wifi signage etc)
 - 10.11.2. review program for over subscribed sessions and adjust schedule if it allows
 - 10.11.3. arrange for an Executive member to pick up gift cards
 - 10.11.4. organize thank you cards and gifts to be given out

- 10.12. assume the following duties during convention:
 - 10.12.1. attend all pre-convention meetings
 - 10.12.2. trouble shoot program issues
 - 10.12.3. coordinate speakers' timelines
 - 10.12.4. assign duties to hired staff
 - 10.12.5. keep in constant communication with a/v provider and Director of Facilities
 - 10.12.6. work with Director of Exhibits to ready the website for exhibitor registration for the following year
 - 10.12.7. arrange last minute set ups for special requests

11. CHANGE TO THE EXECUTIVE GUIDELINES

- 11.1. the Executive Guidelines may be amended by 50% +1 vote of the convention board provided:
 - 11.1.1. a notice of motion respecting the amendment has been sent to board members at least 45 days prior to a meeting of the convention board
 - 11.1.2. the amendment is ratified by the NCTCA Board.