

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

**EXECUTIVE GUIDELINES**

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

**I. 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 chair at least one session of their choice at the convention.
  - 1.1.7 find volunteers from their local who are willing to chair sessions at the convention if deemed necessary by the Director of Program.
  - 1.1.8 volunteer during convention to act as host in the Speakers Lounge at the Shaw Conference Centre or at other convention venues.
- 1.2 The following duties are to be **divided among the representatives** of each member-local:
- 1.2.1 distribute the convention identifiers to individual schools within the local. This will be done by working with the Director of Communication.
  - 1.2.2 provide current information about the local for use by the Treasurer/Finance manager and Director of Communication.
  - 1.2.3 provide teachers in the local with information about the convention program and reports from Convention Board meetings.
  - 1.2.4 return of extra convention identifiers to the convention office on the Thursday

- morning of convention.
- 1.2.5 volunteer during convention at the front desk at the Shaw Conference Centre
- 1.2.6 volunteer to be a member of the programming committee working in conjunction with the Director of Program to choose convention sessions

## II. 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.
  - 2.2.1. present to the Board proposed keynote speakers, their fees and expenses as approved by the program committee
- 2.4. sign contracts with:
  - 2.2.1. the host hotel(s),
  - 2.2.2. the Shaw Conference Centre,
  - 2.2.3. other host venues
  - 2.2.4. the audiovisual, electrical
  - 2.2.5. display/show services providers.
- 2.5. write letters to local presidents, superintendents and others as required by circumstances and/or as directed by the Board or the executive committee.
  - 2.2.1. including invitations to the Members of the Legislative Assembly.
  - 2.2.2. requesting release time for speakers and executive members
- 2.6. serve as a liaison between the NCTCA and ATA or arrange for NCTCA representatives to:
  - 2.2.1. attend fall and spring convention meetings
  - 2.2.2. attend fall and spring PDAC
  - 2.2.3. attend Summer Conference.
- 2.7. perform convention duties
  - 2.2.1. open the convention to greet and welcome teachers,
  - 2.2.2. to announce program changes (speakers, times, venues, etc.)
  - 2.2.3. introduce the opening keynote speaker(s).

- 2.2.4. host the Partner in Education Luncheon
  - 2.2.5. attend President's social
  - 2.2.6. attend partner organizations' events and activities as required.
- 2.8. apply for grants available through ATA for teachers of French.
  - 2.9. compile and submit Convention Annual Report to ATA at the appropriate time.

### **III. Past President**

The past president shall:

- 3.1 serve as a member of the following NCTCA committees: executive committee, program committee, timetabling committee, constitution committee, and those ad hoc committees where it is deemed that the advice and input of the past president is necessary
- 3.2 take charge of the affairs of the Association, in the absence of the president
- 3.3 ensure that there is a sufficient number of board members to act as host/hostess for the Speaker Host Room at the Shaw Conference Centre and that schedules for each Speaker Host Room are posted in the rooms
- 3.4 in consultation with other members of the attendance committee, deal with all requests for alternate professional development for the two days of the convention
- 3.5 manage, in consultation with the executive assistant, all guest registrations
- 3.6 in consultation with the executive assistant, ensure all cheques received for guest registration fees are submitted to the treasurer
- 2.7 in consultation with the executive assistant, hire adequate staff to man convention offices at the host hotel and Shaw Conference

#### IV. Director of Program

The Director of Program shall:

##### 4.1 Program and Timetabling

- 4.1.1 call and chair all meetings of the program committee. Call timely meetings to plan program based on timing of adequate proposals received.
- 4.1.2 serve as a member of the program committee and the timetabling committee
- 4.1.3 ensure that meeting rooms are booked for program committee meetings and arrangements are made for refreshments for the meetings. These meetings are usually held at Barnett House.
- 4.1.4 solicit Board members to serve on the program committee (minimum of one rep per board)

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

- 4.1.5 ensure that the assistant to the Executive receives and oversees data entry of speaker information to the website prior to committee meetings
  - 4.1.6 call and chair a meeting of the timetabling committee to develop the timetable for all sessions after information has been received from speakers and sessions have been chosen. This committee shall consist of available Executive members and the the assistant to the Executive
- 4.2   Oversee communication (in conjunction with assistant to the Executive)
- 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
- 4.3   oversee (in conjunction with the Treasurer) the pre-registered sessions, both with

and without fees.

- 4.4 confirm room set-up for speakers with the Director of Facilities and ensure that all room set-ups have been communicated to the Shaw Conference Centre and the host hotel.
- 4.5 ensure that the Director of Facilities has accessed the list of speakers' audio-visual requirements from the website and sent this list to the audio-visual provider
- 4.6 present program reports at the board meetings
- 4.7 in consultation with the Director of Communications and Evaluation, ensure that arrangements are made to provide gifts for speakers who will not be receiving a fee
- 4.8 during the convention:
  - (a) chair a session
  - (b) greet speakers
  - (c) trouble-shoot

## V. SECRETARY

The Secretary shall:

- 5.1 be generally familiar with the Alberta Teachers' Association's Privacy Policy and maintain records containing personal information in accordance with the law.
- 4.2 function as the primary communication link between the board members and the executive.
  - 4.2.1 set online accounts for Board members
  - 4.2.2 reset password as required
  - 4.2.3 forward any communication from Board members to appropriate Executive members and reply as instructed.
- 4.3 prior to Board meetings
  - 4.3.1 prepare Notice of Meeting, agenda
  - 4.3.2 compile and edit executive reports and minutes of the previous Board meeting and email them to Board members at least 5 days prior to meetings.
  - 4.3.3 forward copies to assistant to prepare Local envelopes
- 4.4 take minutes of Board, Executive committee and program committee meetings and other meetings as required.

- 4.4.1 prepare and distribute minutes of Board meetings to all Board members.
- 4.4.2 forward copies of approved minutes of Board and Executive committee meetings to Barnett House and minutes of program committee meetings to ATA factotum.
- 4.5 prepare and send any correspondence as directed by the President.
- 4.6 maintain current copies of the Constitution, Policy and Standing Rules and Executive Guidelines.
  - 4.6.1 edit and forward changes to the Constitution, Policies and Standing Rules and Executive Guidelines to Board members.
  - 4.6.2 edit and forward changes to the Constitution to Barnett House for approval by PEC.
- 4.7 keep record of attendance of representatives at Executive committee meetings, Board meetings and program committee meetings.
- 4.8 ensure the online board data collection is up to date including
  - 4.8.1 Board member names, addresses, phone numbers, email addresses, school contact information
  - 4.8.2 teacher count data by local
  - 4.8.3 monitor local data containing contact information for the President, Secretary and Treasurer of each local as well as the person to whom convention IDs will be delivered.
- 4.9 notify the Alberta Teachers' Association when the schedule becomes available online
- 4.10 chair a session during the convention.
- 4.11 work with the Director of Exhibits to set up on the Wednesday preceding convention.
- 4.12 work with the Past President to arrange and manage the convention host room
  - 4.12.1 ensure in conjunction with the Past President that there is a sufficient number of Board members to host in the Speakers' Room at the convention facilities and that schedules for each Speaker Host Room are posted in the rooms.

## **V. DIRECTOR OF COMMUNICATION AND EVALUATION**

The Director of Communication and Evaluation shall:

- 5.1 design, order and oversee distribution of delegates, speakers, exhibitors and staff identifiers
  - 5.1.1 communicate with Treasurer on distribution numbers to ensure accurate billing
- 5.2 maintain social media presence including website, Facebook and twitter
- 5.3 promote brand recognition and ensure brand integrity
- 5.4 organize media coverage during the two convention days and forward the link to the online convention program to media contacts.
  - 5.4.1 provide opportunities to media personnel to hold interviews
- 5.5 work with the Director of Program to ensure featured sessions are highlighted on the website, social media and printed promotion
- 5.6 ensure that gifts for speakers without fee are ordered and delivered to the convention facilities.
- 5.7 organize President's social
  - 5.7.1 arrange venue, publicity and menu
- 5.8 seek sponsorship from approved ATA partners.
- 5.9 create online speakers' feedback forms.
- 5.10 evaluation
  - 5.10.1 direct the creation of online evaluation through the website
  - 5.10.2 organize and prepare the post-convention evaluation report in time to be presented at the spring Board meeting and to be presented by the President (or Director of Program) at the Spring ATA Professional Development Area Conference (PDAC).
  - 5.10.3 promote online evaluation participation including prizes
  - 5.10.4 facilitate the compilation of data from the online evaluation forms
- 5.11 attend all program committee and Board meetings.
- 5.12 ensure, in collaboration with the Director of Facilities that large convention signage is printed with correct and current information.
- 5.13 arrange for ATA banners to be on site for Convention

5.14 chair a session during the convention

## **VI. DIRECTOR OF FACILITIES**

The Director of Facilities shall:

- 6.1 Book venues for meetings of:
  - 6.1.1 Executive committee
  - 6.1.2 Board of directors
  - 6.1.3 program committee
  - 6.1.4 other committee as required
  
- 6.2 Arrange and book convention venues and suppliers. These contracts should be signed at least one year in advance but multi-year contracts may be more appropriate.
  - 6.2.1 the host hotel(s),
  - 6.2.2 the Shaw Conference Centre,
  - 6.2.3 other host/offsite venues
  - 6.2.4 the audiovisual, electrical
  - 6.2.5 display/show services providers.
  
- 6.3 coordinate food and beverage requirements ensuring dietary restrictions are considered
  - 6.3.1 for all meetings.
  - 6.3.2 for host room
  - 6.3.3 Partners in Education Luncheon
  - 6.3.4 other events as directed by the President
  
- 6.4 confirm room set-ups and audiovisual needs for all sessions and send this information to the convention facilities and suppliers.
  
- 6.5 coordinate flight arrangements with travel agent as per the speaker requirements and relay final confirmations to the speakers and Director of Program.
  
- 6.6 make reservations for speakers and executive guest rooms as required. and relay final confirmations to Director of Program.
  
- 6.7 ensure, in collaboration with the Director of Communication that large convention signage is printed with correct and current information.
  
- 6.8 coordinate security requirement for the Convention,
  
- 6.9 arrange for storage of reusable signage at the end of convention.



## **VII. DIRECTOR OF EXHIBITS**

The director of exhibits shall:

- 7.1 communicate with service suppliers to:
  - 7.1.1 obtain an exhibit booth floor plan and sets up booths for exhibitors,
  - 7.1.2 provide booth signage,
  - 7.1.2 ensure electrical services are available for the exhibitors.
  - 7.1.3 ensure audio-visual services are available for exhibitors.
  - 7.1.4 ensure that internet services are available for exhibitors
  - 7.1.5 to coordinate exhibitor move in and move out
  - 7.1.6 as necessary, communicate with the Shaw Conference Centre contact person.
  
- 7.2 access the website to:
  - 7.2.1 ensure that the information is up to date for the current year, including all letters send to exhibitors via the email
  - 7.2.2 contact potential exhibitors as per the list from previous year(s),
  - 7.2.3 approve or reject exhibitor applications,
  - 7.2.4 oversee the collection all fees received from exhibitors,
  - 7.2.5 maintain a database and record of exhibitors.
  - 7.2.6 generates reminders via email prior to convention.
  
- 7.3 compile a list of speakers who may have books/materials for sale and inform preferred bookseller.
  
- 7.4. ensure exhibitor material is prepared
  
- 7.5 attend pre-convention meeting at the Shaw Conference centre
  
- 7.6 work with the Secretary to set up on the Wednesday preceding convention.
  
- 7.7 welcome exhibitors and trouble-shoot during convention.
  
- 7.8 solicit feedback from exhibitors.

## **VIII. Board Members (NOT DONE YET)**

The representatives from each member Local who sit on the board are

- 8.1 required:
  - 8.1.1 to attend the three annual Board meetings in spring (March), June, and the fall meeting when the chairpersons are assigned (usually

- held in October,) as well as any emergency meeting
  - 8.1.2 to participate in the debate and discussion of convention business and to vote on all motions
  - 8.1.3 to take the information discussed back to the locals and the school representatives
  - 8.1.4 provide website training to their local and troubleshoot any initial website or schedule issues
- 8.2 expected:
  - 8.2.1 to chair at least one session of their choice at the convention
  - 8.2.2 to find volunteers from their local who are willing to chair sessions at the convention if deemed necessary by the Director of Program
  - 8.2.3 to volunteer during convention to act as host in the Speakers lounge at the Shaw Conference Centre or at the Westin Hotel
- 8.3 encouraged:
  - 8.3.1 to volunteer during convention at the front desk at the Shaw Conference Centre
  - 8.3.2 to volunteer to be a member of the programming committee working in conjunction with the Director of Program to choose convention sessions

8.4 The following duties are **an expectation** and are to be **divided among the representatives** of each local:

- 8.4.1 responsibility for the distribution of convention identifiers to individual schools within the local. This will be done by working with the Director of Communication
- 8.4.2 responsibility for providing current information about the local for use by the Treasurer and Director of Communication
- 8.2.3 responsibility for providing teachers in the local with information about the convention program and reports from convention board meetings.
- 8.2.4 return of extra convention identifiers to the convention office on the Thursday morning of convention

## **IX. 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 monthly:
    - (a) reconcile bank statement with the convention's cheque book
    - (b) report any discrepancies to the executive committee
    - (c) reconcile PayPal statements with QuickBooks
  - 9.2.2 quarterly:
    - (a) complete and file the required GST forms with the federal government
    - (b) pay or receive the appropriate amounts in order to balance the GST records
- 9.3 convene the budget committee to prepare the annual budget
- 9.4 present the annual budget to the executive committee and to the board (**March-April** meeting)
- 9.5 make all necessary disbursements as directed by the President, the Board or the Executive committee
- 9.6 inform the Treasurer of each member local of that locals annual levy and then collect and deposit the levy
- 9.7 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).
- 9.8 in conjunction with the President, arrange and sign contracts with the host hotel and the Shaw Conference Centre, the audiovisual, the electrical and the show service display providers. (These contracts should be signed at least one year in advance but multi-year contracts may be more appropriate.)
- 9.9 provide out-of-Canada speakers with all necessary Canadian Federal Government tax forms or permits
- 9.10 access grants available through ATA for teachers of French
- 9.11 keep all records of GST matters and file the necessary quarterly forms with the government

**X. Executive Assistant**

The Assistant to the Executive shall:

- 10.1 Attend all Executive meetings, program committee meetings and other subcommittee as required
- 10.2 Prior to Board meetings in conjunction with the Secretary, prepare name placeholder, photocopy agenda, minutes and Executive reports to put in Board envelopes
- 10.3 work with the Director of Program to ensure the online database is prepared to accept proposals and email documentation to support the required speaker information;
- 10.4 contact preferred speakers with invitations to present, receive speaker contact information, update the database and generate documents as required or directed by the Director of Program;
- 10.5 keep accurate database records ensuring the Convention database is fully prepared for generating documents as required for the timetabling meeting, chair selection meeting, the program, AV/set-up requirements, speaker contract information, flights and room requirements, and the required convention office documents
  - 10.5.1 Edit/update, file and/or copy all required forms
  - 10.5.2 As requested by the Director of Program, send acceptance or rejection notification to all speaker applicants
- 10.6 promptly forward all correspondence to the Executive member who will deal with the topic;
- 10.7 handle all communication with speakers relating to:
  - 10.7.1 contract details
  - 10.7.2 date, time and venue location of their speaking engagement
  - 10.7.3 handle all email and phone calls from and to speakers with regard to their session presentation.
  - 10.7.4 provide information on chairpersons and last minute details, two weeks prior to convention.
- 10.8 with respect to the NCTCA timeline, handle all communication with chairpersons relating to:
  - 10.8.1 collecting and managing all chairperson data
  - 10.8.2 speaker, session, date, time, and venue location of their session
  - 10.8.3 prepare and send correspondence to ensure that chairpersons are aware of their roles, a minimum of two weeks prior to convention

- 10.9. administer all pre-registrations requirements
  - 10.9.1 post pre-registration fees as directed by the Director of Programs
  - 10.9.2 monitor the on-line data base
  - 10.9.3 monitor registration and report to Director of Program
  - 10.9.4 forward confirmed participant lists to presenters
  - 10.9.5 contact confirmed participants with session details in regard to time and location
  - 10.9.6 remove cancelled pre-registered sessions from the database
  - 10.9.7 in the case of cancelled pre-registered sessions, forward confirmed registrants' information to the Treasurer for refunded
  - 10.9.8 contact speakers and participants on behalf of the Director of Program of cancelled sessions
  
- 10.10. assist with the organization and execution of the *Partners in Education* Luncheon
  - 10.10.1 present menu choices and pricing to the Director of Facilities
  - 10.10.2 send invitation to locals to purchase luncheon tickets on behalf of the President
  - 10.10.3 organize online ticket sales
  - 10.10.4 confirm ticket purchaser list and document in database
  - 10.10.5 coordinate with the venue for table set-ups on the day of the luncheon
  - 10.10.6 handle other details as required
  
- 10.11. two weeks prior to Convention, in cooperation with the NCTCA executive, coordinate the logistics of the convention event
  - 10.11.1 prepare signs to be placed outside the room where the sessions will be conducted
  - 10.11.2 review all stored signage to ensure that there are an adequate number and that they are appropriately displayed in the convention venues
  - 10.11.13 ensure that materials for speakers and chairpersons are available
  - 10.11.14 assist with the coordination of front desk workers
  
- 10.12. provide database information to Executive member as requested
  
- 10.13. other duties as required per various member of the executive and approved by the President