



# CALL FOR NOMINATIONS 2024

## Annual General Meeting – Elections

This is a call for nominations for the **20 Executive positions** and the **7 Resolutions Committee positions** that are up for election at our Annual General Meeting (AGM) on May 8, 2024. Interested folks are invited to submit a candidate statement that will be distributed to membership before the AGM.

**If this is you, please submit your candidate statement by April 14, 2024:**

[www.surreyteachers.org/agmelectionsform](http://www.surreyteachers.org/agmelectionsform)

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### EXECUTIVE COMMITTEE POSITIONS

Members of the Executive Committee must be available to attend EC meetings from 4-7 pm every second Tuesday (with some extra meetings), monthly STARA or General Meetings, and full day Executive training workshops throughout the year. Executive Committee members are usually also involved in other Association committees and community advocacy.

### RELEASED FULL-TIME TABLE OFFICER POSITIONS

- President
- 1st Vice President
- 2nd Vice President
- Grievance Officer (2-year term) – 1 position
- Accommodation Support Officer (2-year term)
- Professional Support Services Officer
- Professional Development Officer

### ADDITIONAL EXECUTIVE COMMITTEE POSITIONS

- Local Representative to the BCTF (Adult Ed)
  - Local Representative to the BCTF – 5 positions
  - Secretary-Treasurer
  - Member-at-Large (designated for a Member of Colour)
  - Member-at-Large (designated for an Aboriginal Member)
  - Member-at-Large – 3 positions
  - TTOC and Early Career Rep
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### RESOLUTIONS COMMITTEE POSITIONS

- Committee Member – 7 positions

## DUTIES AND RESPONSIBILITIES

### FULL-TIME TABLE OFFICERS

Full-time Table Officers are released from their teaching assignments to work in the office. Priorities of their general duties and responsibilities are outlined below, however this list is subject to amendment based on the needs of the association.

#### ALL TABLE OFFICERS

- Address member concerns
- Interpret the Collective Agreement and assist members with Code of Ethics issues
- Represent and support members in investigations/discipline and harassment complaints
- Liaise with Senior Administration and/or Human Resources
- Promote and foster the cause of education
- Promote the professional development of teachers
- Represent members and regulate relations with the employer through collective bargaining of terms and conditions of employment

#### PRESIDENT

- Is the ex-officio member of all committees of the Association
- Manages STA finances
- Supervises and directs all office activities, oversees office operations, and building management
- Oversees the STA calendar
- Speaks publicly on behalf of the Association (press/media interviews)
- Liaises with Senior Administration/Human Resources, Trustees, CUPE leadership, Community groups
- Is the presiding officer of the Association and is the chairperson of the Executive Committee

#### 1ST VICE PRESIDENT

- Performs duties of President in their absence / as assigned / as need be
- Organizes Executive Committee training
- Organizes job action and contract ratification
- Oversees STA Committees
- Oversees prep of agendas and minutes for EC, STARA, and General Meetings
- Organizes and facilitates STA/Trustee Liaison mtg, New Teachers' Induction, New Teachers' Conference, etc.
- Oversees communications including website and newsletters

#### 2ND VICE PRESIDENT

- Performs duties of President/ 1st President in their absence / as assigned / as need be
- Coordinates and facilitates STARA rep training
- Organize and facilitate all Awards Committee (Chair)
- Organize and facilitate Resolutions Committee (Chair) - co-ordinates changes to STA Policy and Procedures
- Organize and facilitate BCTF AGM delegation (Chair)
- Liaises with New Westminster & District Labour Council – attend mtgs and supports campaigns
- Co-liaise with STA Local Representatives to the BCTF

**GRIEVANCE OFFICER (2-YEAR TERM) – 1 POSITION**

- Processes breaches of the collective agreement (grievances) and relevant legislation for members
- Coordinates all grievances, meetings, and communications about grievances
- Monitors status of referrals to arbitration
- Makes a regular report to STARA

**ACCOMMODATION SUPPORT OFFICER (2-YEAR TERM)**

- Support members with sick leaves and medical leaves (liaise with district, BCTF, WorkSafeBC; advise on Salary Indemnity Plan and disability issues; work-hardening plans; gradual return to work plans; workplace accommodations; WorkSafeBC claims and appeals)
- Support members with non-medical leaves
- Monthly meetings with Health Services and BCTF Health & Wellness
- Liaise with STA Health & Safety Committee
- District Violence Prevention Committee
- Work along with Health & Safety/Grievance Officer on health & safety issues

**PROFESSIONAL SUPPORT SERVICES OFFICER**

- Coordinates Peer Support Program and Mentorship Program
- Liaises with Local Specialist Associations
- Liaises with SD#36 Department Head training
- Oversees mediation team and training
- Coordinates Teacher Professional Inquiry

**PROFESSIONAL DEVELOPMENT OFFICER**

- Liaises with Pro-D committee
- In collaboration with Convention Committee, organizes STA Convention
- Liaises with district representatives on Pro-D initiatives
- Supports Job Shares and organize job share meeting
- Oversees Pro-D funds

**ADDITIONAL EXECUTIVE COMMITTEE POSITIONS****LOCAL REPRESENTATIVES TO THE BCTF**

Local Representatives to the BCTF attend three BCTF Representative Assemblies per year, the BCTF Annual General Meeting, STA Executive Committee Meetings, STARA meetings and General meetings. One Local Representative position (the "Adult Education LR") is designated to be held by a member currently teaching in Adult Education, or who has expertise in the area. If no eligible candidate stands for election as Adult Education LR at the Annual General Meeting, then this position may be filled by any member of the Association at a subsequent Special General Meeting.

## **SECRETARY-TREASURER**

The Secretary-Treasurer takes minutes at STA Executive Committee meetings, STARA Meetings and General Meetings. As well, the Secretary-Treasurer is a member of the Finance Committee and works with the President to manage the STA finances. The Secretary-Treasurer is provided with one release day per month to complete this work.

## **MEMBERS-AT-LARGE**

Members-at-Large attend STA Executive Committee meetings, STARA meetings, General Meetings and may be required to assist with STA campaigns. One of the Member-at-Large positions is designated for a member who self-identifies as Aboriginal, and one is designated for a member who self-identifies as a person of colour.

## **TTOC AND EARLY CAREER REP**

TTOC and Early Career Rep attends STA Executive Committee meetings, STARA meetings and General Meetings. The TTOC Rep is responsible for organizing the EI workshop and works with the TTOC committee to organize TTOC socials and TTOC workshops

## **RESOLUTIONS COMMITTEE**

The Resolutions Committee includes the Second Vice President, the 6 local representatives to the BCTF and seven other members elected at the STA Annual General Meeting in May. All members of the committee automatically become delegates to the BCTF AGM in March, and it is an expectation that members of the committee will attend the AGM. The committee meets several times in the fall to develop, discuss and make recommendations to the November STA General Meeting about Surrey resolutions that will be considered at the provincial AGM.

# **ELECTION GUIDELINES**

## **ELECTION MATERIALS**

1. The cost of printing and distribution of STA election materials, aside from the booklet of candidate statements, shall be the responsibility of individual candidates.
2. STA copiers and fax equipment shall not be used by individuals to produce STA election materials.
3. No election materials aside from the prepared AGM package which includes candidate statements shall be distributed on the site of the AGM on Election Day.
4. Candidates who choose to produce their own election materials must do so at their own expense. These materials will not be printed at the STA office. If a candidate does print their own election materials, these materials cannot be distributed anywhere on the site of the AGM.

## CANDIDATES & CAMPAIGNING

1. Candidates are encouraged to indicate in advance all positions to which they wish to be considered for election.

### *General Meeting Standing Rules of Order*

12.11 Candidates defeated in an election for any office shall be deemed to have been nominated for the office next to be filled. At any time prior to the conducting of a ballot any candidate may, by giving notice to the meeting, withdraw from the contest.

2. There shall be no campaigning permitted in any of the official STA social media channels (including, Surrey Teachers Facebook group, STA#36 TTOC Facebook group, Surrey Teachers' Association public Facebook page, @SurreyTeachers twitter and Instagram). This does not prevent candidates from creating their own public campaign platform.
3. Committees are not to endorse any candidates.
4. Members, including Staff Reps, Committee Chairs, and/or elected officers, are not allowed use their mass communication privileges to offer unsolicited personal endorsements of any candidate. This does not include personal, private conversations when advice/opinion is requested.
5. Candidates are welcome to submit a:
  - a. Written Statement - including links to their personal online platform, of no more than 500 words
  - b. Photo - maximum size of 500x500 pixels in jpg or png format
  - c. Audio/Video File - no longer than 3 minutes
6. Submissions outside of the above listed criteria will **not** be published.
7. The written statements, photos and audio/video materials must be submitted to the AGM Elections form ([www.surreyteachers.org/agmelectionsform](http://www.surreyteachers.org/agmelectionsform)) no later than **April 14, 2024**.



## ELECTIONS & VOTING

1. The Elections will be facilitated by an impartial, unbiased nominating chairperson.
2. Voting will happen LIVE during the meeting.
3. The AGM Package (including candidate statements, agenda), and registration link for attendance at the AGM will be sent out on **April 22, 2024**.
4. The written statements, photos and audio/ video files will be uploaded on the website on **April 22, 2024** (not including any materials received after the deadline of April 14, 2024).
5. The Registration deadline for attendance at the AGM will be before noon on **May 6, 2024**.
6. Registered members shall receive a unique Simply Voting link sent to their personal email by end of day on **May 7, 2024**.

7. Any members who have not registered their attendance before noon on **May 6, 2024**, will need to contact [operations@surreyteachers.org](mailto:operations@surreyteachers.org) to be sent their Simply Voting link.
8. Zoom & Simply Voting will go live at 3:00 pm on **May 8, 2024**, to allow time for technical difficulties troubleshooting.
9. Members will be given a sample voting item at 3:00 pm on **May 8, 2024**, to make sure their Simply Voting credentials are working effectively.
10. In the event that the Simply Voting system fails, Zoom polls will be used for voting during the elections, while hands up will be used for procedural (in favour/opposed) motions.

## ORDER OF ELECTIONS

1. President
2. First Vice-President
3. Second Vice-President
4. Grievance Officer
5. Accommodation Support Officer
6. Professional Support Services Officer
7. Professional Development Officer
8. Local Representative to the BCTF (designated for Adult Ed)
9. Local Representative to the BCTF (5)
10. Secretary-Treasurer
11. TTOC/Early Career Rep
12. Member-at-Large (designated for a Member of Colour)
13. Member-at-Large (designated for an Aboriginal Member)
14. Members-at-Large (3)

Followed by: Electing the 7 members of the Resolutions Committee