



# CALL FOR NOMINATIONS 2025

## Annual General Meeting – Elections

Nominations are now open for the **23 Executive Committee (EC) positions** and the **7 Resolutions Committee positions** up for election at the **Annual General Meeting (AGM) on May 13 and May 14, 2025**.

Interested candidates are invited to submit a candidate statement for distribution to members before the AGM.

**Deadline for submission: Monday, April 21, 2025**

Submit your statement here: [www.surreyteachers.org/agmelectionsform](http://www.surreyteachers.org/agmelectionsform)

---

### EXECUTIVE COMMITTEE POSITIONS

EC members must attend **biweekly EC meetings (4:00 pm – 6:00 pm on Tuesdays)**, monthly STARA or General Meetings, and full-day Executive training workshops. EC members also typically engage in additional committees and advocacy work.

### RELEASED FULL-TIME TABLE OFFICER POSITIONS

- President
- 1st Vice President
- 2nd Vice President
- Grievance Officer (2-year term) – 2 positions
- Health & Safety Officer (2-year term)
- 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
- TTOC and Early Career Rep
- Member-at-Large (designated for a Member of Colour)
- Member-at-Large (designated for an Aboriginal Member)
- Member-at-Large (designated for a 2SLGBTQ+ Member)
- Member-at-Large – 3 positions

### RESOLUTIONS COMMITTEE POSITIONS

- Committee Member – 7 positions

## DUTIES AND RESPONSIBILITIES

### ALL EXECUTIVE COMMITTEE MEMBERS

- Advocate for public education and professional development.
- Attend EC meetings, STARAs, General Meetings, and full-day Executive training workshops.
- Review and adhere to the STA Collective Agreement, STA Constitution and By-Laws, STA Policies and Procedures, BCTF Members' Guide, STARA Manual, and Robert's Rules of Order.
- Complete anti-racism and anti-oppression training annually.
- Develop and review Truth and Reconciliation action plans and participate in Indigenous community events.
- Engage with school staff to explain STA functions and notify members about General and STARA meetings.

### 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

- Addressing member concerns and supporting investigations, discipline, and harassment complaints.
- Interpreting and enforcing the Collective Agreement.
- Liaising with Senior Administration and Human Resources.
- Representing members in collective bargaining.

#### PRESIDENT

- Serves as the official STA spokesperson.
- Manages STA finances and office operations.
- Is the ex-officio member of all committees of the Association
- Organizes job action and contract ratification.
- Oversees STA participation in BCTF campaigns/ events and Municipal/Provincial elections.
- Represents STA at district functions and community events.
- Liaises with Senior Administration/Human Resources, Trustees, CUPE, DPAC, and other community groups
- Attends BCTF Representative Assemblies, AGM, Zone meetings, summer conference, FLI, and other meetings and/or conference calls requested by BCTF.

#### 1ST VICE PRESIDENT

- Acts in the President's absence and performs duties of the President as needed.
- Oversees Executive training, STA committees, and communications (website and newsletter).
- Coordinates school visits and key STA events (e.g., New Teachers' Conference and Retirement Dinner).
- Oversees prep of agendas for EC, STARA, and General Meetings.
- Attends meetings with Superintendents and HR.
- Attends BCTF AGM, Zone meetings, summer conference, and FLI.

## 2ND VICE PRESIDENT

- Coordinates and facilitates Staff Rep training.
- Chairs the Awards Committee and organizes STA Scholarships and Awards.
- Chairs the Resolutions Committee and organizes the BCTF AGM delegation.
- Liases with STA Local Representatives to the BCTF and the New Westminster & District Labour Council.
- Attends meetings with Superintendents and HR.
- Attends BCTF AGM, Representative Assemblies, Zone meetings, summer conference, and FLI.

## GRIEVANCE OFFICER (2-YEAR TERM) – 2 POSITIONS

- Advocates for members by addressing breaches of the collective agreement, providing guidance and coordinates grievance-related meetings and communications.
- Ensures compliance with labour laws and policies affecting members.
- Serves as an ex-officio member of the Grievance Committee.
- Collaborates with BCTF legal and FSD when necessary.
- Tracks arbitration referrals.
- Supports job share agreements and organizes a job share information session.
- Attends BCTF Summer Conference and FLI.

## HEALTH AND SAFETY OFFICER (2-YEAR TERM)

- Provides leadership on health and safety matters within the STA.
- Serves as an ex-officio member of the Health & Safety Committee.
- Supports site-based health & safety representatives, monitoring site-based health & safety minutes.
- Coordinates and facilitates Health and Safety Rep training.
- Supports members with WCB claims and workplace safety concerns.
- Coordinates local involvement in the BCTF Health & Wellness Program.
- Represents the STA on the EFAP Committee.
- Liases with District Health & Safety Committee, District Violence Prevention Committee, WorkSafeBC, and CUPE HS Representative.
- Attends BCTF Summer Conference and FLI.

## ACCOMMODATION SUPPORT OFFICER (2-YEAR TERM)

- Supports members with sick and medical leaves, including:
  - a. Liaising with district, BCTF, WorkSafeBC, and external agencies.
  - b. Advising on Salary Indemnity Plan, disability issues, and gradual return-to-work plans.
  - c. Assisting with workplace accommodations and WorkSafeBC appeals.
- Supports members with non-medical leaves.
- Advocates for fair and equitable accommodation policies within the district.
- Attends monthly Health Services and BCTF Health & Wellness meetings.
- Works alongside the Health & Safety Officer on related issues.
- Attends BCTF Summer Conference and FLI.

## PROFESSIONAL SUPPORT SERVICES OFFICER

- Manages and coordinates the Peer Support and Mentorship Programs.
- Oversees the STA Mediation Team and organizes training sessions.
- Serves as an ex-officio member of the Peer Support Service Steering Committee, Mediation Service, and the District Mentorship Program Steering Committee.
- Supports teachers undergoing evaluations and curriculum-related issues.
- Assist members with Code of Ethics concerns
- Liases with the BCTF Professional and Social Issues Department.
- Attends BCTF Summer Conference and FLI.

## PROFESSIONAL DEVELOPMENT OFFICER

- Is an ex-officio member of the Professional Development and Convention Committees.
- Collaborates with the Convention Committee to organize the STA Convention.
- Organizes Pro-D Rep Training.
- Oversees Pro-D fund allocation and administration.
- Supports Teacher Professional Inquiry initiatives.
- Collaborates with BCTF, school district officials, and faculties of education to expand professional learning programs.
- Liaises with Provincial and Local Specialist Associations, and the BCTF Professional and Social Issues Department.
- Attends BCTF Summer Conference and FLI.

## ADDITIONAL EXECUTIVE COMMITTEE POSITIONS

### LOCAL REPRESENTATIVES TO THE BCTF

- Serve as a liaison between STA members and the BCTF.
- Attend three BCTF Representative Assemblies (RAs) per year, the BCTF AGM, and all STA Executive, STARA, and General Meetings.
- Provide reports and updates on BCTF activities and key provincial issues.
- Gather feedback from STA members on BCTF policies, resolutions, and initiatives.
- One position is designated for Adult Education, designated to be held by a member currently teaching in Adult Education, or who has expertise in the area.

### SECRETARY-TREASURER

- Maintains accurate minutes for all General and Executive meetings.
- Works closely with the President and Finance Committee to manage STA finances.
- Oversees budget planning and financial reporting.
- Ensures compliance with financial policies and procedures.
- Receives one release day per month to fulfill these responsibilities.

### TTOC AND EARLY CAREER REP

- Represents Teachers Teaching on Call (TTOC) and early career educators at STA Executive, STARA, and General Meetings.
- Organizes the EI Workshop for TTOCs.
- Works with the TTOC Committee to plan socials, networking opportunities, and professional development.

### MEMBERS-AT-LARGE

- Support STA campaigns, initiatives, and advocacy efforts.
- Assist with event planning, outreach, and engagement.
- Candidates for equity-designated roles (Member of Colour, Indigenous Member, 2SLGBTQ+ Member) must self-identify at the time of nomination.

## RESOLUTIONS COMMITTEE

- Works with the 2nd Vice President and Local Representatives to develop and refine resolutions for the BCTF AGM.
- Meets throughout the fall to draft and recommend resolutions for STA's November General Meeting.
- Attends the BCTF AGM in March as voting delegates.
- Ensures STA voices key policy priorities and concerns are raised at the provincial level.

## ELECTION GUIDELINES

### CANDIDATE STATEMENTS

Candidates may submit:

1. A **written statement** (max 500 words) including bio, policy statements, and personal platform links.
2. A **photo** (max 500x500 pixels, JPG or PNG).

**Submission Deadline: Monday, April 21, 2025**

Submit your statement and photo here: [www.surreyteachers.org/agmelectionsform](http://www.surreyteachers.org/agmelectionsform)

Candidate statements will be published in the AGM package and on the STA website on **April 28, 2025**. Late submissions will not be included.

### CAMPAIGNING

- Candidates must uphold the Commitment to Solidarity and focus on issues, strategies, and actions, avoiding personal attacks.
- STA social media may not be used to promote any individual's candidacy.
- The Nominating Chairperson shall avoid any expression of support for or opposition to a candidate.
- No STA group (e.g., committee, task force, LSA) may endorse candidates.
- Staff Reps, EC members, and Committee Chairs may not send mass communications endorsing candidates.
- STA resources (copiers, fax, office materials) may not be used for campaign materials.
- No campaign materials may be distributed at the AGM site or in the Zoom chat.

### ELECTIONS & VOTING

Elections for **Full-Time Table Officer positions** will be held **virtually on Tuesday, May 13, 2025**, starting at **3:45 pm on Zoom**.

Elections for **remaining Executive Committee and Resolutions Committee positions** will be held virtually on **Wednesday, May 14, 2025**, starting at **3:45 pm on Zoom**.

### LIVE VOTING

- Voting will take place LIVE during both meetings using Simply Voting.
- Members will receive their unique Simply Voting link via personal email on Tuesday, May 6, 2025.
- If you have not received the Simply Voting email by Wednesday, May 7, 2025, contact the Operations Manager at [operations@surreyteachers.org](mailto:operations@surreyteachers.org) to have it resent.

### TECHNICAL PREPARATION

- Zoom & Simply Voting will go live at 3:00 pm on both election days (May 13 & 14, 2025) to allow time for troubleshooting.
- A sample voting item will be provided on May 13 at 3:00 pm for members to test their Simply Voting credentials.
- In case of Simply Voting system failure, Zoom polls will be used for elections, and the hands-up feature will be used for procedural motions (in favour/opposed).

## ELECTION PROCESS

- Elections will be conducted by the Nominating Chairperson, who is the most recent available Past President.
- Nominations will be announced during the meeting, and additional nominations may be made from the floor.
- Candidates for Full-Time Table Officer positions will be allowed up to two minutes for a speech before voting.
- Candidates for Local Representative to the BCTF who did not have an earlier speaking opportunity may address the meeting for up to one minute.

## VOTING PROCEDURES

- After each ballot, the scrutineers will report the number of votes cast per candidate without attaching names to numbers.
- A candidate must receive more than 50% of the valid ballots cast to be declared elected. Blank and spoiled ballots are not considered valid.
- In the case of an indecisive ballot, the candidate with the fewest votes will be dropped, and the meeting may choose to drop additional candidates before the next ballot.
- If only one nominee stands for a position, they are declared elected by acclamation.
- Candidates who are defeated in an election will automatically be nominated for the next available position unless they withdraw before the ballot.

## ORDER OF ELECTIONS

### TUESDAY, MAY 13, 2025

1. President
2. First Vice-President
3. Second Vice-President
4. Grievance Officer – 2 positions
5. Grievance Officer
6. Health and Safety Officer
7. Accommodations Support Officer
8. Professional Support Services Officer
9. Professional Development Officer

### WEDNESDAY, MAY 14, 2025

1. Local Representative to the BCTF (Adult Education)
2. Local Representatives to the BCTF – 5 positions
3. Secretary-Treasurer
4. TTOC and Early Career Representative
5. Member at Large (designated for Person of Colour)
6. Member at Large (designated for Aboriginal Member)
7. Member at Large (designated for 2SLGBTQ+ Member)
8. Members at Large – 3 positions
9. Resolutions Committee – 7 positions

For additional details, visit: [www.surreyteachers.org/agmelectionsform](http://www.surreyteachers.org/agmelectionsform).  
For election support, contact [sta@surreyteachers.org](mailto:sta@surreyteachers.org).