



# Elections for Positions in the NWTU

It is that time of year again! Nominations and elections for the various positions within the NWTU Executive Committee will happen in May. Please see information on NWTU positions and the election process below.

We want to stress, if you have any questions regarding any of the positions, please do not hesitate to contact us. We are happy to answer all questions. The strength of the NWTU rests on the dedication and volunteerism of our Executive Committee.

## TABLE OFFICER POSITIONS

- **PRESIDENT**
- **VICE PRESIDENT (1ST & 2ND)**
- **BARGAINING CHAIRPERSON**
- **TREASURER**
- **RECORDING SECRETARY**
- **PRO-D CHAIRPERSON**
- **HEALTH & SAFETY CHAIRPERSON**
- **SOCIAL JUSTICE CHAIRPERSON**
- **EQUITY AND INCLUSION CHAIRPERSON**
- **NEW TEACHER & TTOC CHAIRPERSON**
- **ABORIGINAL EDUCATION CHAIRPERSON**
- **LOCAL REPRESENTATIVES (LR) - 2 POSITIONS**

## NON-TABLE OFFICER POSITIONS

- **BARGAINING ADVISORY COMMITTEE (UP TO 5 POSITIONS)**
- **FRENCH EDUCATION REP**
- **ADULT EDUCATION REP**
- **DISTRICT LABOUR COUNCIL REP**
- **POLITICAL ACTION CONTACT (2 POSITIONS)**
- **LOCAL ELECTION CONTACT (2 POSITIONS)**

## DESCRIPTION OF ELECTED POSITIONS

To see the "official" broad explanations of the positions please see the [Constitution and By-Laws of the New Westminister Teachers' Union](http://bit.ly/NWTU_Constitution_ByLaws) ([http://bit.ly/NWTU\\_Constitution\\_ByLaws](http://bit.ly/NWTU_Constitution_ByLaws)). You will also find a more detailed description of the Table Officer Positions further on in this document.

## ELECTION PROCESS & TIMELINE

### Step 1: Call for Nominations

- Please nominate yourself for **all** positions you are interested in running for via email to email to [nwtuadmin@telus.net](mailto:nwtuadmin@telus.net).
  - You can nominate yourself by just sending an email indicating the position you are interested in.
  - If you choose, you may fill in and submit a Curriculum Vitae form. These forms will be circulated after the May 2 Nominations Meeting if more than one person is running for a position.
- Deadline for Curriculum Vitae is noon on May 1.

### Step 2: Nominations Meeting - Tuesday, May 2 @ 3:30 pm via Zoom

- Zoom link will be sent to personal emails prior to date.
- At this meeting members will also be able to nominate themselves from the "floor" to run for the election of any of the table-officer positions.
- Positions with multiple nominees will have the opportunity to speak to the floor.
- Positions that are uncontested will be awarded to the sole nominee.

### Step 3: General Elections - Date TBD via Simply Voting

- Contested positions from the Nominations Meeting will be voted on.
- Links to voting will be shared by the BCTF on behalf of the NWTU and Simply Voting
- Please make sure that your contact information is current on [MyBCTF](#)



### Step 4: Election Results

- Election results will be released the day after elections close.



# Description of Table Officer Positions

Below you will find a description of the elected Table Officer Positions. To see the "official" broad explanations of the positions please see the [Constitution and By-Laws of the New Westminster Teachers' Union](http://bit.ly/NWTU_Constitution_ByLaws) ([http://bit.ly/NWTU\\_Constitution\\_ByLaws](http://bit.ly/NWTU_Constitution_ByLaws)).

## **PRESIDENT**

- The President shall have general supervision and direction of all matters and affairs of the union
- a full-time officer of the Union
- a member, ex-officio, of all committees of the NWTU
- the local union Grievance Officer;
- a delegate to the BCTF AGM
- the Alternate Local Representative (LR) to the BCTF
- a signing officer of the NWTU
- Advocates for NWTU members
- represents members through Investigations and Grievances
- Attends District Health & Safety Committee Meetings
- Attends school site Staff Committee Meetings when invited
- And much more
- Time Commitment:
  - 9 hrs/day average in office, additional hours outside of office
  - 4 weeks in the summer (last 2 weeks of July and first 2 weeks of August)

## **VICE-PRESIDENTS(1ST & 2ND)**

- Assists the President in the performance of their duties
  - Approximately 30 days of released-time to be shared between the VPs to support the president
- Signing officers of the Union
- Attends Contract Management Meetings (1/month)
- Attends Executive Committee Meetings (1/month)
- Supports members through Investigations and Grievances
- Acting member of various committees, when others are absent or the position remains vacant
- Helps support and organize SURT Training
- Attends meetings with other locals
- Writes the monthly news letter
- Time Commitment:
  - 5-8 hours a week (does not include the shared release days)

## **BARGAINING CHAIRPERSON**

- Surveys general membership for their input in Articles and items of importance to them
- Reviews Collective Agreement (CA) and look for areas to have clarified
- Prepares and updates local CA language
- Attends BCTF Bargaining Conference (bargaining year)
- Time Commitment:
  - Non-Bargaining year: average of 5 days over the year
  - Bargaining year: average of 20 days over the year - dependent on the year
  - may include bargaining days over the weekend and the summer

## **TREASURER**

- Assists the President and Office Manager in managing the Union's finances
- Maintains accurate records of all financial transactions
- Submits financial reports to meetings of the Executive Committee and to the Annual General Meeting
- Signing officer of the Union.
- Assists President and Office Manager to set the recommended budget for the following year
- Time Commitment:
  - 1-2 hours a month average
  - 0.5-1 day of a meeting to set the proposed budget

## **RECORDING SECRETARY**

- Prepares Executive Meeting and General Meeting agendas with support of the President
- Collects committee reports for the Executive Committee meetings
- Records meeting minutes for Executive Meetings and all General Meetings
- Edits for distribution to membership
- Signing officer of the union
- Attends all Executive and General Meetings
- Time Commitment:
  - 2-4 hours per month (including attendance of meetings)



# Description of Table Officer Positions (continued)

## PRO-D CHAIRPERSON

---

- Chairs meetings of school-based Pro-D Chairs several times a year
- Organizes Pro-D Rep SURT training once a year
- Reviews Pro-D Guidelines with Pro-D Reps annually
- Makes recommendations for the Pro-D Days for the District Calendar
- Reviews and revises Pro-D Forms on the NWTU website
- Answers Pro-D questions from school-based Pro-D Reps
- Compiles and shares list of Pro-D opportunities monthly
- Co-chairs District Pro-D Day Committee meeting
- Time Commitment:
  - 2 hours a week on average

## HEALTH AND SAFETY CHAIRPERSON

---

- Chairs meetings of school-based Health & Safety Reps several times a year
- Organizes Health & Safety training once a year for school-based H&S Reps
- Potentially to organizea SURTs with consultation with the President
- Answers H&S questions from school-based H&S Reps
- Attends NWTU Executive Meetings monthly
- Attends Zone Meetings (twice a year - Winter & Spring, typically a Friday/Saturday)
- Attends Summer Conference (in August, typically 3 or 4 days)
- Attends District Health & Safety Committee meeting monthly
- Time Commitment:
  - 0.5 day meeting monthly
  - 2 - 3 hours per month on average

## LOCAL REPRESENTATIVES (LR) - TWO POSITIONS

---

- In consultation with the President and the NWTU Executive Committee, represents the general membership of the NWTU
- Attends BCTF Representative Assemblies, 4 times per year
- Attends the BCTF Annual General Meeting
- Provides reports to the NWTU Executive Committee and to the NWTU General Meetings
- Time Commitment:
  - 8 days for Rep Assemblies (Fridays & Saturdays)
  - 4 days for BCTF AGM (over Spring Break)

## SOCIAL JUSTICE CHAIRPERSON

---

## NEW TEACHERS AND TTOC CHAIRPERSON

---

## ABORIGINAL EDUCATION CHAIRPERSON

---

## EQUITY AND INCLUSION CHAIRPERSON

---

The follow description holds for the Social Justice, Equity and Inclusion Chairperson, New Teachers & TTOC, and the Aboriginal Education Chairpersons.

- Chairs Committee meetings with school-based representatives several times a year
- Answers questions from school-based Reps
- Provides reports to the NWTU Executive Committee
- Attends NWTU Executive Meetings
- Attends Zone Meetings (twice a year - Winter & Spring, typically a Friday/Saturday)
- Attends Summer Conference (in August, typically 3 or 4 days)
- Possibility on sitting on District Committees if they are struct and pertain to the chairpersons' positions
- Time Commitment:
  - will vary dependent on year
  - can average of 2 - 3 hours per month on average



KO/mcUSW2009-LEU#40



# Description of Non-Table Officer Positions

There are a number of Non-Table Officer positions in which NWTU members can be nominated for as well. For details on these positions please reach out to Kristie, lp40@bctf.ca, Darryl, lx40vp2@bctf.ca or Sarah, lx40vp@bctf.ca.

- **BARGAINING ADVISORY COMMITTEE (UP TO 5 POSITIONS)**
- **FRENCH EDUCATION REP**
- **ADULT EDUCATION REP**
- **DISTRICT LABOUR COUNCIL REP**
- **POLITICAL ACTION CONTACT (2 POSITIONS)**
- **LOCAL ELECTION CONTACT (2 POSITIONS)**

## BY-LAW 3. ELECTIONS

- A. Only active members in good standing shall be eligible to vote and hold office as table officer or staff representative. The number of votes necessary to elect every table officer and staff representative shall be a simple majority, 50% plus one of the members voting. All elections shall be by secret ballot, and balloting shall continue until a decisive result is achieved. For all general elections, the executive committee shall choose the method of voting, whether online voting, voting at all schools, or voting at a general meeting, and shall determine the rules and procedures for voting. (Amended Winter GM 2020)
- B. All table officers shall be elected in general elections by the active members of the union in May or June of each calendar year, for a one-year term from July 1 until June 30 of the school year following their election.
- C. In May of each year, at least one week before any general elections, a special meeting shall be held for the purpose of receiving and confirming all nominations for table officer positions, allowing the nominees present at the meeting to speak, and acclaiming the election of nominees who are unopposed. All contested positions shall be filled by general election in accordance with 3A above. (Amended Winter GM 2020)
- D. When any table officer or position falls vacant, the executive committee may appoint a replacement, subject to ratification at the next general meeting. (Amended Winter GM 2019)
- E. Staff representatives shall be elected in school-based elections by active members at the school in May or June (or early in the new school year) for a one-year term from July 1 until June 30. (Amended Winter GM 2020)

## TO ALL WHO PUT THEIR NAME FORWARD FOR A POSITION:

