



# NWTU Elections

Elections for NWTU Positions occur annually in May. Please read through the information below to find out more about NWTU positions and the election process. If you have any questions about elections, please email [lp40@bctf.ca](mailto:lp40@bctf.ca).

## TABLE OFFICER POSITIONS

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

## NON-TABLE OFFICER POSITIONS

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

## DESCRIPTION OF ELECTED POSITIONS

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To view the "official" broad descriptions 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

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### Step 1: Call for Nominations

- Please nominate yourself for **all** positions you are interested in running for via 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 (CV) form. These forms will be circulated after the Nominations Meeting if more than one person is running for a position.
- Deadline for announcing your candidacy (email or CV) Curriculum Vitae will be announced annually.

### Step 2: Nominations Meeting

- A list of candidates for each position and the Zoom link will be sent to personal emails.
- Members will also be able to nominate themselves from the "floor" to run for the election of any of the positions.
- Positions with multiple nominees will be elected later via a digital vote.
- 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.
- Candidate CVs and voting links will be shared directly to member emails. Please make sure that your contact information is current with the NWTU website.

### Step 4: Election Results

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

# Description of Table Officer Positions

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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**

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- 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)**

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- 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
- Time Commitment:
  - 5-8 hours a week (does not include the shared release days)

## **BARGAINING CHAIRPERSON**

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- Surveys general membership for their input in Articles and items of importance to them
- Reviews Collective Agreement (CA) and looks 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**

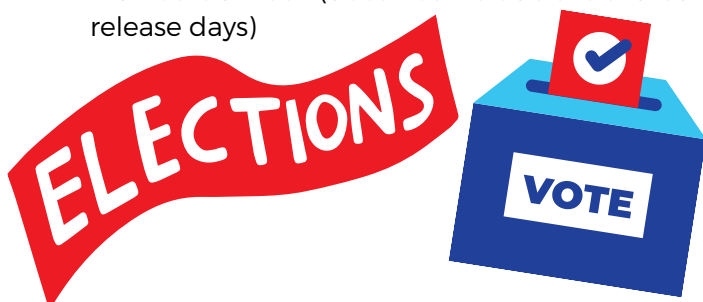
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- Assists the President and Office Manager in managing the Union's finances
- Maintains accurate records of all financial transactions
- Submits financial reports to meetings of the Executive Committee and to the Annual General Meeting
- Signing officer 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**

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- 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

## 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)

## COMMITTEE CHAIRS

- **SOCIAL JUSTICE**
- **EQUITY & INCLUSION**
- **ABORIGINAL EDUCATION**
- **HEALTH & SAFETY**
- **NEW TEACHER/TTOC**
- **FRENCH EDUCATION**

- Chairs Committee meetings with school-based representatives several times a year
- Answers questions from school-based Reps
- Organizes SURT (BCTF Training Workshops) on specified years
- 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 of sitting on District Committees that pertain to the chairpersons' position
- Time Commitment:
  - will vary dependent on year; average of 2 - 3 hours per month

# Description of Non-Table Officer Positions

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| • <b>BARGAINING ADVISORY COMMITTEE (UP TO 5 POSITIONS)</b> | • <b>POLITICAL ACTION CONTACT (2 POSITIONS)</b> |
| • <b>ADULT EDUCATION REP</b>                               | • <b>LOCAL ELECTION CONTACT (2 POSITIONS)</b>   |
| • <b>DISTRICT LABOUR COUNCIL REP</b>                       |   |

## BY-LAW 3. ELECTIONS

A. Only active members in good standing shall be eligible to vote and hold office as a 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)