

When Policies and Procedures are revised at an Executive or General meeting, the revisions are effective immediately.

A. Executive Honoraria and Reimbursements

1. *Honoraria.* Honoraria are paid to Executive Members (officers, committee chairs and co-chairs) at the June executive meeting as follows:

All executive members that hold a portfolio, the Workplace Safety & Health Liaison, and the COSL Representative receive an annual \$250 honorarium; except for the president, professional development chair, and treasurer, who receive an honorarium of \$499.99 each. Members-at-Large will receive an annual honorarium of \$100 each. If the president has full time release, they will not receive an honorarium of \$499.99 for president.

Executive members that receive honoraria that meet or exceed \$500 dollars due to multiple executive roles and responsibilities in a fiscal year (including honoraria for providing Professional Development through the GVTA-GVSD Joint Professional Development Committee), will receive no more than \$499.99 as their honoraria. Refer to A.4. *Cell Phone* for those amounts \$500 and over.

Executive members are expected to attend meetings on a regular and punctual basis. There must be cause for absence. Absences without cause result in a reduction in honoraria equal to the amount of meeting costs incurred as a result of missed meetings. The amount will not exceed the total of the honoraria that would normally be received.

Executive members are elected at the Annual General Meeting by a group of their peers and executive roles are for the benefit of all GVTA members. Executive members who determine they are unable to complete their commitments to the members, or are unable to complete their term, are to inform the executive as soon as possible so that a suitable replacement can be appointed. (Jun/23)

2. *Expenses and mileage.*

- a. Executive members or designates are reimbursed for expenses and mileage incurred while conducting GVTA business at the same levels and under the same parameters designated by the most current MTS reimbursement form.

- b. *Presidents' Mileage Reimbursement*

- i. The roundtrip from the President's home to their normal work location is not reimbursable mileage. Mileage in excess of one roundtrip between the employee's home and the normal work location will be reimbursed at the Canada Revenue Agency's current reasonable per-kilometre allowance rate.
- ii. In the case where the President's normal work location is their home, their normal work location for determining mileage is the work location that they were assigned prior to becoming President. In the case where the President was not previously assigned to a set location, the GVSD Division Office will be



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the normal work location used for determining mileage. To determine the not reimbursable roundtrip for a President with more than one normal work location, the not reimbursable roundtrip mileage shall be calculated from the first work location attended that day. When the President must temporarily utilize a different normal work location, mileage will be reimbursed in excess of the normal mileage between the employee's home and the regular work location. (Nov/22)

3. *Internet.* The president and treasurer receive reimbursements for their home internet service. Reimbursement shall be at 50% of the basic level for the carrier of their choice. (Mar/25)
4. *Cell phone* The GVTA provides the president with a cell phone or reimburses the president for using their personal cell phone through a service provider of their choice, following the current MTS cell phone reimbursement rate for MTS provincial executive members.

Executive members that exceed their rightful honoraria (including honoraria for providing Professional Development through the GVTA-GVSD Joint Professional Development Committee) beyond the \$499.99 per fiscal year threshold will receive support for their personal telecommunications services up to the honoraria they would have received beyond the \$499.99 threshold, if left unrestricted. (Jun/23)

5. *Receipts.* Receipts are required for reimbursements of expenses, internet, and cell phones. Expense claims must follow the process as set out by the GVTA Treasurer. Remittance is initiated upon accurate submission of the approved GVTA Request for Funds Form attached to this document.
6. *Technology.* The GVTA provides the president with a computer and the treasurer with a computer and printer. At the end of their respective executive terms, the hardware may be purchased at a pro-rated value as approved by the executive or, transferred to the incoming executive member holding the same or similar position. All data remains the property of GVTA.
7. *PD expenses and honoraria.* PD expenses and honoraria are reimbursed according to the joint GVSD/GVTA PD Policy and Procedure Handbook.
8. *Reimbursement for substitute and part-time members.* Because they may be passing up work as a substitute, substitute teachers shall be compensated at GVSD substitute wages for their participation in a GVTA or MTS event during a regular school day. For the same reason, part-time members will be similarly compensated for their participation in a GVTA or MTS event that takes place during a regular school day but outside of their regular teaching schedule. For details, see the GVSD procedure entitled, "Administration of Part Time Teachers and Substitute Teachers Serving on the GVTA Executive."
9. *President's Leave.* On a day when the GVTA president has been granted leave



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from their teaching duties by GVSD, the GVTA shall grant the president equivalent leave from their duties as GVTA president.

10. *Credit Card*. To facilitate purchases for items/services related to operations, the Local will secure a credit card.
 - a. The credit card will be a product of the financial institution at which the Local holds its Operations account.
 - b. The credit card should not require an annual service fee.
 - c. The credit card shall have a maximum credit limit of \$15,000.00
 - d. The credit card shall set the minimum cash advance limit as low as possible.
 - e. Any loyalty/program points or cashback accrued on the credit card shall be used for the benefit of the Local.
 - f. The President shall be the card holder. As card holder, the President shall be familiar with the card issuer's policies, procedures, insurance, and protections against lost or stolen cards.
 - g. Monthly credit card statements will be reviewed by the President and Treasurer and will be subject to approval of 2 signing authorities other than the President prior to payment being made. When there is a vacancy of either the President or the Treasurer, all signing authorities must review the statement and approve the payment prior to the payment being made.
 - h. Monthly credit card statements will be available for the executive to view in the monthly report made by the Treasurer at the next regular executive meeting.
 - i. Members wanting to use the Association Credit Card for carrying out GVTA business must make arrangements to do so with the President.
 - j. Unless identified in Typically Approved Purchases below, any expenses deemed appropriate to be paid by the Local credit card will be pre-approved by 2 signing authorities other than the President proceeding with the purchase.
 - i. **Typically Approved Purchases** on the credit card:
 1. Regular Recurring subscriptions for GVTA. Examples include but are not limited to: Website domain, website hosting, cell phone plans, software, and cloud storage.
 2. Accommodations & food for school visits as well as Executive, MTS events, or Committee meetings.
 3. Rental of meeting space for Executive, MTS events, or Committee meetings.
 4. Supplies required to carryout GVTA policy. Examples include but are not limited to: Gift cards for AGMs, recognition gifts, retirement gifts, and office supplies.

5. Expenses related to the Professional Development Committee.

(Dec/25)

B. Events (Dec/25)

1. *GVTA Events Open to All:* If events are made available to all and those events have a participant maximum or are subject to other resource limits, GVTA members will be given priority over other eligible participants. (Dec/25)
2. *Retirement recognition.* The President and/or Vice-President will purchase gifts from the GVTA to recognize retirees. (Dec/25)
3. *Members New to GVTA:* The President will organize a welcome package (\$30 value) for new members to the GVTA.

These packages will be distributed in-person along with a snack at each worksite with new members. An invitation to each snack will include the new members at that worksite, GVTA executive members from that worksite, and the GVTA president. (Dec/25)

4. *MTS sports events.* The GVTA reimburses the entry fees of-GVTA teams entered in MTS sanctioned sporting events. (Dec/25)
5. *Executive training / grant.* During the fall, an executive training workshop takes place. The President applies to MTS for an executive training grant to help cover the costs. (Dec/25)

C. Scholarships and Awards

1. *Education scholarships.* Scholarships may be announced at the respective graduation ceremonies of each high school. A \$1500 scholarship is awarded to one graduate entering Education or training for the purpose of entering into a Faculty of Education, or the clinical fields of psychology, speech-language pathology, social work, or occupational therapy with the purpose of working within the K-12 education system. The PR Chair coordinates the application process, while the president is the contact for the winners. (Dec/23)
2. *Education awards.* The purpose of the GVTA Education Award Policy is to outline the eligibility, application, and decision-making process for awarding education awards to the children of GVTA members pursuing post-secondary education. (Apr/25)

a. Eligibility Criteria

- i. The education award is open to children of GVTA members, including stepchildren and foster children.
- ii. Applicants must be enrolled in a post-secondary program for the following academic school year.
- iii. Applicants who have previously been awarded a GVTA scholarship or

education award are not eligible to apply again.

- iv. Applicants may apply for all three scholarships/education awards but can only be awarded one.

b. Application Process

- i. Applicants must submit the following information:
 1. Name and contact information of the applicant;
 2. Name of the GVTA member (parent/guardian);
 3. Name of the post-secondary institution; and
 4. Proof of enrolment (e.g., transcript, receipt of tuition payment, letter from the institution).
- ii. Applications must be submitted using a fillable PDF form, which will be emailed to the GVTA president.
- iii. The scholarship committee will review and process applications when it is processing all other scholarships.
- iv. The GVTA president will be the point of contact for education award recipients.

c. Decision-Making Process

- i. The selection process will be conducted through a lottery system.
- ii. Three scholarships/education awards will be awarded each year, each to a different recipient.
- iii. The GVTA Scholarship Committee is responsible for administering the program, ensuring fairness, and maintaining records of award recipients.
- iv. Any disputes or concerns regarding the scholarship and education award process will be addressed by the scholarship committee and the GVTA executive.

D. Executive and Committee Meetings

1. *Frequency.* The Executive generally meets the first Tuesday of each month during the school year.
2. *Meals.* The GVTA usually supplies meals or snacks at its meetings.
3. *School closures.* If the division closes schools, executive or committee meetings on that day will be postponed by one (1) week unless consensus on another date is reached.

E. General Meetings

1. *Food/Refreshments.* The President organizes and arranges this for attendees. \$200 is usually set aside for this purpose for each meeting; monies are drawn

from the *General Meeting* budget line. (Dec/25)

2. *Prizes/Draws*. The Executive may from time to time, direct the Public Relations Committee to purchase and provide incentive items for distribution at General Meetings. \$300 annually is usually set aside for this purpose; monies are drawn from the *General Meeting* budget line.
3. *Notice*: AGM information will typically be sent out in the *May Apple Core*.
4. *Logistics*. All other logistics, information, and notice for general meetings shall be the responsibility of the GVTA president to organize or delegate.

F. Fees

1. *Substitutes*. The daily fee of a substitute is pro-rated based upon the fraction of the school year that day represents.
2. *Part-time members*. GVTA fees for part-time members are pro-rated based upon the portion of time they work.
3. *Limited term contracts*. The fees of members on limited term contracts are pro-rated based on the fraction of the total school year they work.
4. *Members on Leave*. Members on leave must directly arrange for payment of fees to the Society and the Local. (Jun/23)
5. *Informing the division*. In the spring, the president informs the division what GVTA fees are to be deducted for the next school year.
6. *President's Extra Hours*. The President is to submit an Additional Hours Worked form to the Division, who shall deduct the additional compensation to be paid from the Division's reimbursement invoice to the GVTA.
7. *Budget lines*. When voting on fees at a general meeting, the treasurer presents all the lines in the GVTA budget to the general membership.

G. MTS Provincial Council

1. *Alternate delegate*. The GVTA sends one alternate delegate at its own expense.
2. *Hospitality room*. The GVTA contributes to a regional hospitality room at a rate set by the teachers' associations involved.
3. *Rooms for GVTA delegates and alternates*. GVTA will reimburse its delegates and alternates for single rooms at the venue. Should there be insufficient room availability for delegates or alternates at the venue, GVTA will reimburse additional costs of a room over the MTS Provincial Council rate, up to the total full cost of a single room at the venue. (Jun/23)
4. *Delegate Selection*. Delegates to the Society's Provincial Council will be selected using the GVTA MTS Delegate Selection Procedure attached to this document. (Mar/23)

5. *Resolutions.* Proposals for resolution submissions to Provincial Council will be submitted to the GVTA President before the Local Executive Meeting in February. All proposals for resolution submissions will be reviewed by the local executive in the February Executive Meeting. Resolution submissions must be approved by the Local Executive before the President can submit them.
6. *Provincial Elections.* A member running for Provincial Executive, President of the society, or Vice-President of the society must be approved by the local executive. Each approved candidate(s) will receive up to \$500 to be spent on posters, hospitality rooms, and/or donations in lieu of “swag”.

H. Benefit Plans

1. *Benefit plans.* The membership votes in deciding whether to adopt a benefit plan that costs members. The executive determines the appropriate majority required to win the vote prior to the vote.

I. Transition Meeting

1. *Attendance.* The June executive meeting includes outgoing, incoming, and continuing executive members.
2. *Gifts.* Outgoing members are presented with a gift (approximate value = \$15). The president is in charge of purchasing these gifts from the Benevolences and Gifts budget line.

J. Gifts

1. *Recognition Cards (Mar/24).* The GVTA believes it is important to acknowledge a significant life-event of a co-worker with a card. A non-exhaustive list of exemplars of significant life events includes loss of a family member or significant friend, extended illness, the recipient’s graduation, marriage/engagement, birth, adoption, retirement, end of contract, or new home.
 - a. Cards will be presented by the school/administrative unit’s GVTA Representative. If the event affects the GVTA School Representative themselves, then the event will be recognized by the GVTA President. If the event affects the GVTA President, then the event will be recognized by the school/administrative unit representative from the President’s designated school.
 - b. Where possible and without breaching confidentiality, GVTA Representatives will be in communication with the appropriate personnel in their building/unit about when a card might be warranted, such as the principal, vice-principal, resource teacher, or a school social committee member.
2. *Death of a Member (May/24)*
 - a. In the event of the death of a current GVTA Member, the GVTA will support the family of said Member in the following ways:



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- i. *Food/Gift cards*: The GVTA will provide food/gift cards in the amount of \$125.00. This money may be spent in any combination of prepared food and gift cards, as deemed appropriate by the GVTA President, in consultation with the family and principal of the school unit. The timing of the delivery of the food/gift cards will be at the discretion of the President and the Member's family. A card from the GVTA will be included.
 - ii. *Memorial Service*: Attendance by the President or Executive Members at a memorial service for the Member will not be expected by the GVTA. Executive members, including the President, may choose to attend as they deem appropriate.
 - iii. *Donation*: A donation will be made in the Member's name to a charity designated by the family in the amount of \$50.00.
- b. *School Support*: In the event of the death of a current GVTA Member, the GVTA will support the school community of that member by providing a snack for the staff of the school unit, flowers, and card, in consultation with the school principal. The timing of this support will be at the discretion of the President, in consultation with the school unit principal. If the Member who has passed is the principal, the President will consult with the School Unit Representative. A maximum of \$10 a member belonging to that school unit will be allotted for this. The funds for this will come from the GVTA Events and Services budget line. The GVTA President will also provide information on supports available from MTS for Members. (Dec/25)
3. *Death of a Non-Member*: In the event of the death of a non-GVTA staff member or a current student in a school unit, the President will communicate with the school unit principal with condolences and regarding supports available from MTS for Members. (May/24)
 4. *Loss or illness*. If a GVTA Member accesses leave for a minimum of four (4) consecutive school months due to disability or illness, which removes them from their school unit at the full percentage of their assignment, the GVTA will provide one (1) support to that Member per leave, following the procedure outlined in J.2.a.i. at the amount of \$50.00. (Jun/24)
 5. *Presenters*. Those who present on behalf of GVTA outside their regular duties receive a small gift of the PR Committee's choosing.

K. President's Meetings

1. *President/GVSD Superintendent*. The GVTA president meets monthly with the GVSD superintendent to discuss salient issues.
2. *Advisory Committee*: The GVTA president meets monthly with the past-president and vice-president to review meeting agenda and discuss issues.
3. *GVTA Executive*: The GVTA President should meet with separately with GVTA

executive committee chairs & co-chairs, representatives, and members-at-large at least once a year.

4. *School Visits:* The GVTA President visits members at schools and administrative units at least twice a year.
5. *Other Local Presidents:* The GVTA President can meet with other local presidents as applicable, for advisory and accountability purposes.

L. GVTA President Release

1. The President of the Local shall be seconded full-time. As part of this full-time secondment from teaching duties, the President of the Local may serve as a Member-at-Large on the MTS Provincial Executive but not as the MTS Vice President or MTS President. The Local shall second the member from the Division and compensate the Division appropriately. (Jun/24)
2. The Association President shall experience no loss of benefits and the Association shall reimburse the Division for the President's salary, allowances when applicable, benefits and other costs related to the President's leave.

M. GVTA Elections

1. Member-At-Large Elections (Jan/24)
 - a. *For School Units:*
 - i. After the May GVTA AGM, the President will email the members of a school/administrative unit that is not represented on executive about the need for representation and will receive nominations up to the day before the June staff meeting.
 - ii. The principal will provide time in the staff meeting agenda for an election.
 - iii. An election process will be run at the meeting by:
 1. The outgoing school/unit representative if they are not running as a candidate; otherwise
 2. A principal or vice principal if they are not running as a candidate; otherwise
 3. A member who has been appointed by the current school/administrative unit representative and the principal or vice principal.
 - iv. Nominations will be announced at the meeting, and nominations will also be taken from the floor during the election portion of the meeting.
 1. If no nominations are received, the position remains vacant;
 2. If one (1) nomination is received, a show-of-hands vote in favour of the sole nomination occurs at the staff meeting; or
 3. If more than one (1) nomination is received, not more than two (2) minutes will be given to each candidate for a speech at the staff meeting. The

principal will contact the President with a list of nominees. A ballot vote will be conducted by the President at the school/administrative unit as soon as feasible. The President and two (2) members from the school/unit will count ballots. The current Member-at-Large may be a ballot counter only if they are not a candidate

- v. If no nominations are received by the end of the deadline, the position remains vacant. Nominations may be received at any time by the President. Once a nomination is received, the President will inform the members of that unit of the nomination. The nomination period will then be reopened for five (5) school days for further nominations. (Mar/24)

- 1. If no further nominations are received, the one (1) nominee is acclaimed; or
- 2. If more than one (1) nomination is received, each nominee will send the President a 250-word or less election statement, a 250-word or less bio, and a picture. An electronic or paper ballot vote will be conducted by the President as soon as feasible. The President and two (2) members from the executive will count ballots.

b. *For Division Office and Substitute Teacher Units:*

- i. After the May GVTA AGM, the President will email the members of the unit that is not represented on executive about the need for representation and will receive nominations up to the day before the June staff meeting.

- 1. If no nominations are received, the position remains vacant;
- 2. If one (1) nomination is received, the President will inform the members of that unit of the nomination. The nomination period will then be reopened for five (5) business days for further nominations. If no further nominations are received, the one (1) nominee is acclaimed; or
- 3. If more than one (1) nomination is received, each nominee will send the President a 250-word election statement, a 250-word bio, and a picture. An electronic vote will be conducted by the President as soon as feasible. The President and two (2) members from the executive will count ballots. The current rep may be a ballot counter only if they are not a candidate.

- ii. If no nominations are received by the end of the deadline, the position remains vacant. Nominations may be received at any time by the President. Once a nomination is received, the President will inform the members of that unit of the nomination. The nomination period will then be reopened for five (5) business days for further nominations.

- 1. If no further nominations are received, the one (1) nominee is acclaimed; or
- 2. If more than one (1) nomination is received, each nominee will send the President a 250-word or less election statement, a 250-word or less bio, and or a picture. An electronic vote will be conducted by the President as soon

as feasible. The President and two (2) members from the executive will count ballots.

- c. When a school/unit is represented by a Member-at-Large and another member joins the Executive from that school/unit to fill a vacancy mid-term, the elected Member-at-Large will still finish their term.
- d. A Member who has full-time leave in excess of two months from school/site-based responsibilities shall not be eligible to serve as a school/unit's representative, but can serve on the Executive in any other capacity as long as they maintain their membership in the Association and the Society.

N. School Representative Responsibilities (Dec/25)

- 1. To act as a liaison between the local Association and the school/administrative unit members;
 - a. To attend GVTA Executive meetings, the GVTA retreat and GVTA Membership meetings;
 - b. To inform Members at the school/unit worksite of GVTA Events including general meetings, GVTA and MTS events, collective bargaining meetings, and voting opportunities;
 - c. To ensure that GVTA Staff Meeting announcements are presented to Members;
 - d. To ensure one physical copy of the most recent GVTA The Apple Core is available in staff rooms;
 - e. To write and deliver cards for co-workers who experience significant life events;
 - f. To inform the GVTA President of the passing of a Member from their school/unit;
 - g. To forward questions and concerns from Members on to the GVTA President;
 - h. Other duties as required by the GVTA Executive;
- 2. To act as a liaison between the Society and the school/administrative unit Members;
 - a. To inform Members at the school/unit worksite of MTS Events including collective bargaining meetings and voting/ratification opportunities;
 - b. To distribute the MB Teacher to teachers who have requested a physical copy;
 - c. To keep up-to-date school membership information in the MTS Member Portal;
 - d. Other duties as required by MTS.

O. Standing Committee Responsibilities

1. General

- a. The president or designate shall speak for the Association.

- b. If Chairs, Co-Chairs, or Liaisons are unable to attend an MTS sponsored event or meeting indicated in their committee policy, they are to inform the GVTA President.
- c. All GVTA Executive Members are to attend one GVSD Board Meeting per year, on a rotational basis such that there is always a GVTA presence. Attendees shall submit a report to the GVTA Executive at the next Executive Meeting.

2. Collective Bargaining

- a. To negotiate a new collective agreement based on provincial and regional bargaining goals and the needs of the membership;
- b. To establish a Table Team consisting of the President, MTS Representative, Collective Bargaining Chair, Collective Bargaining Co-Chair, and others as selected by the Collective Bargaining Chair and Co-Chair. The Table Team will be constructed with the diversity of the membership in mind. The Table Team shall be comparable to the table team sent by the employer to the bargaining table. The Table Team must be approved by the GVTA Executive and the Collective Bargaining Committee.
- c. To promote knowledge of the collective agreement and/or bargaining procedures amongst the Association;
- d. To assist in the implementation of the collective agreement;
- e. Chair and Co-Chair to attend regional and provincial Bargaining Meetings and report back to those respective committees;
- f. The Chair is to attend GVTA-GVSD Liaison Meetings
- g. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

3. Education Finance

- a. To be accorded consultation and participation by the local Board of Trustees in the annual FSP (entitlement) and FRAME budget process;
- b. Tracking trends in Education Finance field;
- c. Gathering information to present to local Executive and General Meetings;
- d. Chair and Co-Chair to attend regional and provincial Education Finance meetings and report back to those respective committees;
- e. The Chair is to attend GVTA-GVSD Liaison Meetings
- f. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

4. Employee Benefits

- a. To develop awareness and maintain files of all employee benefits;

- b. To identify and investigate local needs for which the Employee Benefits committee can provide assistance;
- c. To organize and host Employee Benefits Seminars relative to GVTA members;
- d. Chair and Co-Chair to attend regional and provincial Employee Benefit Meetings and report back to those respective committees;
- e. The Chair is to attend GVTA-GVSD Liaison Meetings
- f. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

5. **Equity & Social Justice**

- a. Develop awareness of social justice and, equity issues in classroom materials, member attitudes, school policies and programs;
- b. Share information and resources, such as book club opportunities;
- c. Identify local needs for which the committee may provide assistance;
- d. Cooperate with the Professional Development Committee to provide in-service programs;
- e. Cooperate with the Indigenous Education Committee when appropriate;
- f. Publish *Apple Core* articles every other month;
- g. Utilize the Association's social media as appropriate to engage with members;
- h. Act as a liaison between the local Association and the Society;
- i. Chair and Co-Chair to attend regional and provincial Equity and Social Justice meetings and report back to the committee;
- j. The Chair is to attend GVTA-GVSD Liaison Meetings
- k. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

6. **Indigenous Education**

- a. To develop awareness and promote Indigenous education in schools, classrooms, in policies and programs, and in resources available to members;
- b. To identify local needs for which the committee may provide assistance;
- c. To act as a liaison between the local Association and the Society;
- d. To cooperate with the Professional Development Committee in providing local members in-service training related to Indigenous education;
- e. Communicate to local members through a monthly submission to the *Apple Core*;
- f. Chair and Co-Chair to attend regional and provincial Indigenous Education

meetings and report back to local Association;

- g. The Chair is to attend GVTA-GVSD Liaison Meetings
- h. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

7. **Liaison**

- a. Meet with representatives of the Garden Valley School Division Board of Directors at least three (3) times per year.
- b. Build a relationship with the Board, share successes and appreciation, share concerns and provide pertinent information.
- c. Communicate Association perspectives and consider Garden Valley School Division perspectives on salient topics.
- d. The Liaison Committee shall consist of the President (chair), Vice President, and the chairs of Collective Bargaining, Education Finance, Employee Benefits, Equity & Social Justice, Indigenous Education, and Professional Development.

8. **Political Action**

The primary function of the Political Action Committee (PAC) is to assist the GVTA Executive in determining the political priorities for the Local and to prepare for local, provincial, and federal elections. The membership of the PAC will include the President, Vice President and up to three (3) other members of the GVTA Executive. The responsibilities of the PAC shall include:

- a. reviewing and making recommendations regarding the political messaging of the Local on an ongoing basis;
- b. reviewing current provincial government policy on public education;
- c. reviewing and making recommendations on the Local's local election preparedness and planning;
- d. reviewing and making recommendations on the Local's provincial election preparedness and planning;
- e. reviewing and making recommendations on the Local's federal election preparedness and planning;
- f. reviewing and making recommendations on affiliations to support the Local's political endeavors; and
- g. fulfilling other duties as mandated by the GVTA Executive and MTS.

9. **Professional Development**

- a. To initiate, organize and implement a program of in-service training to provide opportunities for the GVTA membership to continue improvement of their educational practices;

- b. To inform GVTA members of PD opportunities;
- c. To engage such resource persons as are deemed necessary for the in-service program;
- d. To prepare, administer, and evaluate the GVTA PD budget;
- e. To work in cooperation with the senior administration office in the planning and implementation of PD programs for the division;
- f. To liaise with the Society, Manitoba Education, and the senior administration of the Garden Valley School Division, recognizing them as partners in delivering professional development to members;
- g. Chair and Co-Chair to attend regional and PD meetings and report back to those respective committees;
- h. The Chair is to attend GVTA-GVSD Liaison Meetings
- i. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

10. Public Relations

- a. Purchase prizes for General Meetings;
- b. To publish a membership newsletter;
- c. To promote GVTA events for all committees;
- d. To purchase and distribute a biennial GVTA 'gift' for members in the Fall of odd years;
- e. Coordinate the application, selection, and notification processes for the GVTA Education Scholarships;
- f. Select an item of GVTA-logoed clothing to be made available for purchase by members once per year.
- g. Chair and Co-Chair to attend regional and provincial PR meetings and report back to those respective committees;
- h. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

11. Resolutions (Apr/24)

- a. The Resolutions Committee shall be comprised of the Executive Members attending MTS Council & AGM, based on Delegate & Representative Selection Procedure.
- b. The Chair of the Collective Bargaining Committee shall be the Chair of the Resolutions Committee;
- c. If the Collective Bargaining Chair is not attending MTS Council & AGM, a Chair

will be selected from members of the Resolutions Committee.

- d. The purpose of the Resolutions Committee is to propose resolutions regarding Bylaws, Policies, and/or other concerns for the MTS AGM;
- e. Members of the Resolutions Committee shall attend the MTS Provincial Council Binder Meeting.

12. Women and Leadership: A representative will be chosen annually from amongst the Executive members who are women. The women of the Executive shall meet in September to accept nominations from interested members. If more than one Executive member is nominated for the position, a vote will occur at this meeting.

- a. Attend provincial Women and Leadership seminars and report back to local Association;
- b. Act as a liaison between the local Association and the Society; receive and distribute information;
- c. Communicate to local members through Apple Core submissions;
- d. May work in collaboration with other committees to plan an event for GVTA membership;
- e. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

13. Workplace Safety and Health Liaison

- a. WSH representative should submit a writeup for the Apple Core following the Divisional Workplace Safety & Health Meeting. The report should highlight important information that pertains to members. The committee meets four times, so the WSH representative should submit regular reports.
- b. The WSH GVTA representative is also encouraged to Co-Chair the committee with the employer representative.
- c. WS&H Liaison to attend regional and provincial MTS WS&H meetings and report back to those respective committees;
- d. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

P. Delegate Selection

- 1. MTS Provincial Council Delegate and Representative Selection Procedure (Mar/25)

GVTA sends Delegates to MTS Provincial Council as determined by MTS and at MTS's expense plus one (1) Alternate Delegate paid by GVTA. This policy establishes the order that the GVTA Executive will use to invite and select participants from amongst its executive members.

- a. The President and Vice-President will be invited to attend each year.
- b. Of the members of executive who have served more than one year, and who have never been to AGM, up to two spots may next be filled by inviting those executive members in order of longest service on GVTA to shortest.
- c. To fill the half of remaining seats including the alternate (rounding up), the delegates who attended the previous year will be invited again in the order of greatest-to-least time passed since their attendance at AGM previous to Policy P.1.b, and then delegates who attended the previous year for the first time.
 - i. Members who attended as President, Vice-President, or electoral candidates determined by Policy P.1.e., and who are no longer serving in those roles are exempt from this clause.
- d. The remaining delegate and alternate positions to be filled will be filled by inviting the rest of the executive in the order of greatest-to-least time passed since attending AGM.
- e. Any member of the executive who is running as an approved candidate as per Policy G.6. who would otherwise have not been invited to attend in their election year will be given delegate status in that year.
- f. When length of time served is equal for two or more members in any clause of this procedure, the names will be ordered by random draw.
- g. Except for President, Vice-President, and electoral candidates determined by P.1.e., no member will be asked to attend more than two years in a row unless the rest of the executive have declined to attend. Should this be the case, executive members will be invited in a way that is consistent with this clause.

2. Provincial Bargaining Local Delegate Selection Procedure

- a. *Regional Meeting.* Outlined in the Provincial Bargaining Protocol, each Local sends one delegate for every 100FTE members (rounded to the nearest 100). Additionally, each Local can send an additional delegate at local expense.

GVTA sends three (3) delegates to the Regional Meeting at society expense and one (1) additional delegate at GVTA expense. This policy establishes the order that the GVTA Executive will use to invite and select these delegates.

 - i. *Official GVTA Regional Meeting Delegate List*
 1. President (or designate)
 2. Collective Bargaining Chair (or designate)
 3. Vice-President (or designate)
 4. Collective Bargaining Co-chair (or designate)
- b. *Provincial Bargaining Seminar One & Two.* Outlined in the Provincial Bargaining Protocol, each Local sends one delegate to the Provincial Bargaining Seminars

for every 200FTE members (rounded to the nearest 200).

GVTA sends two (2) delegates to Provincial Bargaining Seminar One at society expense. This policy establishes who those delegates will be. As far as is practicable, these individuals must be delegates to the Regional Meeting and Provincial Bargaining Seminar Two.

i. Official GVTA Provincial Bargaining Seminar One Delegate List

1. President (or designate)
2. Collective Bargaining Chair (or designate)

3. **MTS Summer Seminar Delegate Selection** (Jun/24)

- a. Participation in Summer Seminar is open to executive members who will be serving as of July 01.
- b. At the June executive meeting, all executive members (outgoing and incoming included) have the opportunity to nominate themselves or be nominated by another executive member to attend Summer Seminar on an anonymous paper ballot. The chair shall read each nominated name once and the executive member named shall have the opportunity to declare their interest in attending or not. If there are more interested nominees than there are positions to fill, each nominee shall be given 2 minutes to speak to their interest and rationale for wanting to represent the Local. Executive members shall then vote by paper ballot, voting for up to the number of positions available. In the event of a tie, a second vote shall be cast between the tied candidates. Voting ballots shall be counted by two executive members who are not nominees.
- c. In the event that the invitation to Summer Seminar is sent after the June executive meeting, the President shall send the invitation to all executive members. Nominations shall be sent electronically to the President no later than 2 business days following the email. If a vote is required, the President shall facilitate an electronic vote of the executive.
- d. If after the vote a successful nominee is unable to attend, the remaining nominees will be asked in order of the highest votes received.