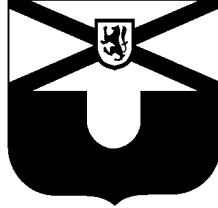


Nova Scotia Teachers Union



[Insert Name of Professional Association] ***Operational Procedures***

Note: *These procedures are provided as a guide for Professional Associations to follow. A Professional Association should adopt these procedures as appropriate to complement the Association's Constitution. Once adopted at a Professional Association's General Meeting, they must be filed with NSTU Central Office. Should you have any questions or require any assistance in preparing your Operational Procedures please do not hesitate in contacting Executive Staff Officer Louis Robitaille (lrobitaille@staff.nstu.ca).*

Date of approval from General Meeting

**[Insert Name of Professional Association]
Operational Procedures
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[Insert Name of Professional Association]

Operational Procedures

1.00 DUTIES OF THE EXECUTIVE

The Professional Association Executive is the main decision-making body of the organization and as such the Executive will have, but not necessarily be limited to, carrying out the following duties:

- a. conducting the business of the Association under the direction of the membership;
- b. receiving and disbursing all funds in accordance with NSTU procedures;
- c. attending meetings and performing duties as required;
- d. presenting written reports to general meetings regarding their activities;
- e. maintaining a written record of their work and forwarding it to their successors;
- f. assessing ongoing programs of the Association;
- g. receiving committee reports; and,
- h. presenting to the Annual General Meeting of the Association the following:
 - i. individual reports of activities for the previous year,
 - ii. individual reports of proposed activities for the upcoming year,
 - iii. an audited financial statement from the previous fiscal year, and
 - iv. a proposed balanced budget for the upcoming fiscal year.

1.01 DUTIES OF THE PRESIDENT

The President holds a key management function within the Professional Association and as such the President will have, but not necessarily be limited to, carrying out the following duties:

- a. acting as the official spokesperson of the Association;
- b. setting an annual schedule of Executive meetings;
- c. presiding at all Executive or General meetings of the Association;
- d. preparing an agenda for all Executive and General meetings of the Association in consultation with the Professional Association Secretary;
- e. reviewing the Association's Constitution and Operational Procedures at the first meeting of the Executive each year;
- f. being an ex-officio member of all committees;
- g. attending the Professional Associations Leadership Conference (or the Executive designating an alternate);
- h. performing such other duties as directed by the Executive or general membership;
- i. ensuring that reports are filed with the NSTU Central Office; and,
- j. ensuring that official reports and records are accurate, disseminated and in compliance with time lines.

1.02 DUTIES OF THE VICE PRESIDENT

The duties of the Vice President shall include, but are not limited to the following:

- a. acting in the capacity of the President in the absence of the President; and,
- b. chairing the Conference Committee (or the Executive designating a Chair).

Note:

In Associations with a single Vice-President it is customary that this individual Chair the Conference Committee. If the Association has two (or more) designated Vice-Presidents it may be appropriate to expand to have duties listed for each Vice-President under separate section headings here.

1.03 DUTIES OF THE PAST PRESIDENT

The duties of the Past President shall include, but are not limited to the following:

- a. acting in an advisory capacity to the President and the Executive.

Note:

A Professional Association's Executive may not include a Past President, in which case this section can be removed.

1.04 DUTIES OF THE SECRETARY

The duties of the Secretary shall include, but are not limited to the following:

- a. recording and maintaining copies of minutes for all meetings of the Executive and general membership;
- b. preparing copies of minutes for distribution prior to or at meetings;
- c. maintaining a record of attendance at all meetings of the Association;
- d. booking meeting sites for the Association;
- e. maintaining the official records of the organization including the Constitution, Operational Procedures, and Membership Registry and ensuring that appropriate revisions are processed;
- f. forwarding to NSTU Central Office names, addresses, and contact numbers for Professional Association Executive members immediately following the Annual General Meeting;
- g. circulating, where directed by the Executive, information regarding meetings and other events; and,
- h. keeping an Action Register, where appropriate, for each meeting.

1.05 DUTIES OF THE TREASURER

The duties of the Treasurer shall include, but are not limited to the following:

- a. chairing the Finance Committee;
- b. administering all financial matters associated with the Association and reporting, by means of a financial statement, at Executive and general meetings;
- c. being responsible for an annual internal review of the financial records of the Association in accordance with guidelines prepared by the NSTU Finance and Property Committee – PA Treasurers Guide; and,
- d. preparing a draft budget for approval at the Annual General Meeting.

Note:

The sections here should reflect the Officers of the Association as set out in its Constitution. Duties of individual Officers may be combined, shifted, or expanded as the Association sees fit.

2.00 COMMITTEES

- a. All Standing Committees are subcommittees of the Executive and as such, decisions of Standing Committees are subject to the approval of the Executive.
- b. All Standing Committees shall be chaired by an Executive member.

2.01 DUTIES OF THE CONFERENCE COMMITTEE

The Conference Committee is responsible for the design and implementation of the October Conference in accordance with the guidelines outlined in the *NSTU Professional Associations Handbook*. General duties of the Conference Committee include, but are not limited to the following:

- a. selecting a Conference theme;
- b. selecting and confirming a Conference Program – topics and speakers;
- c. determining a Conference fee and budget;
- d. providing the information required to NSTU Central Office for the preparation of the Registration Form and following the procedures outlined from Central Office;
- e. arranging and confirming exhibits;
- f. preparing the schedule of activities for the Conference;
- g. preparing Conference information for circulation via *The Teacher* and online registration;
- h. preparing a Conference report and resource information; and,
- i. submitting conference financial materials to NSTU Central Office for review.

2.02 DUTIES OF THE COMMUNICATIONS COMMITTEE

The Communications Committee is responsible for communicating with the Professional Association membership in accordance with the guidelines outlined in the *NSTU Professional Associations Handbook*. General duties of the Communications Committee include, but are not limited to the following:

- a. advising the Executive regarding professional development issues; and
- b. coordinating and maintaining internal communications with members via newsletters, the website, social media, or other means.

2.03 DUTIES OF THE FINANCE COMMITTEE

General duties of the Finance Committee include, but are not limited to the following:

- a. administering the internal review for the year;
- b. preparing a proposed budget for approval at the Annual General Meeting;
- c. overseeing the production of a financial report for review and consideration by the Executive; and,
- d. developing and revising Guidelines for Association Expenditures.

Note:

Depending on the size and complexity of an Association, they may choose not to have a Finance Committee and the Treasurer would be fulfilling these duties. If this is the case, 1.05 a. above can be removed and the duties listed here incorporated into the Treasurers duties.

2.04 DUTIES OF THE NOMINATING COMMITTEE

General duties of the Nominating Committee include, but are not limited to the following:

- a. circulating a notice of election for Executive positions to all members three (3) weeks prior to the Annual General Meeting;
- b. overseeing the election of Executive member(s) during the Annual General Meeting;
- c. announcing the results of the election(s) at the Annual General Meeting; and,
- d. administering the selection process for committee membership.

Note:

The sections here should reflect the Committees of the Association as set out in its Constitution. Duties of individual Committees may be combined, shifted, or expanded as the Association sees fit. If an Association has more than these four Committees duties should be written for any additional Committee.

3.00 MEETING PROTOCOLS AND AGENDAS

- a. The Association shall be governed by Parliamentary Procedures as set forth by the Provincial Executive.
- b. The Association will include a Restorative (Relational) Approach philosophy when conducting meetings.
- c. Resolutions to Annual Council must be approved at a General Meeting and should fall under New Business.
- d. Filing of the Association's audited financial statement from the previous fiscal year must be approved at the Association's Annual General Meeting and should fall under the Treasurer's Report.
- e. Adoption of a Budget for the upcoming fiscal year must be approved at the Association's Annual General Meeting and should fall under New Business.
- f. Election of Executive members must be conducted at the Annual General Meeting and should fall under New Business.

3.01 ANNUAL GENERAL MEETING AGENDA

The agenda for the Annual General Meeting shall include the following:

- a. Call to Order
- b. Adoption of Agenda
- c. Disposition of the Minutes from previous meeting
- d. Correspondence
- e. Reports from Officers
 - i. President
 - ii. Treasurer
 - iii. Vice-President
 - iv. (other Officers as required from the list of Association Officers)
- f. Unfinished Business
- g. New Business
 - i. Adoption of Budget
 - ii. Election of Professional Association Officers
 - iii. Resolutions to Annual Council

- h. Announcements
- i. Adjournment

3.02 EXECUTIVE MEETING AGENDA

The agenda for an Executive Meeting shall include the following:

- a. Call to Order
- b. Adoption of Agenda
- c. Disposition of Minutes from previous meeting
- d. Correspondence
- e. President's Report
- f. Reports from Committee Chairs
 - i. Conference Committee
 - ii. Communications Committee
 - iii. Finance Committee
 - iv. Nominating Committee
 - v. Other Committees as required by the Association's Constitution
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Adjournment

4.00 AMENDMENTS

- a. Procedures for amending Operational Procedures are outlined in the Model Constitution under Article XII.
- b. *Note: It may be appropriate to give a schedule of regular review here. For example: "The Association's Operational Procedures shall be automatically reviewed every three (3) years with the last review occurring in 2020."*