



**PROFESSIONAL  
ASSOCIATIONS  
PROFESSIONNELLES**

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2020 – 2021  
**N S T U**

**PROFESSIONAL  
ASSOCIATIONS  
HANDBOOK**

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[www.nstu.ca](http://www.nstu.ca)



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# I. *Nova Scotia Teachers Union Initial Meeting*

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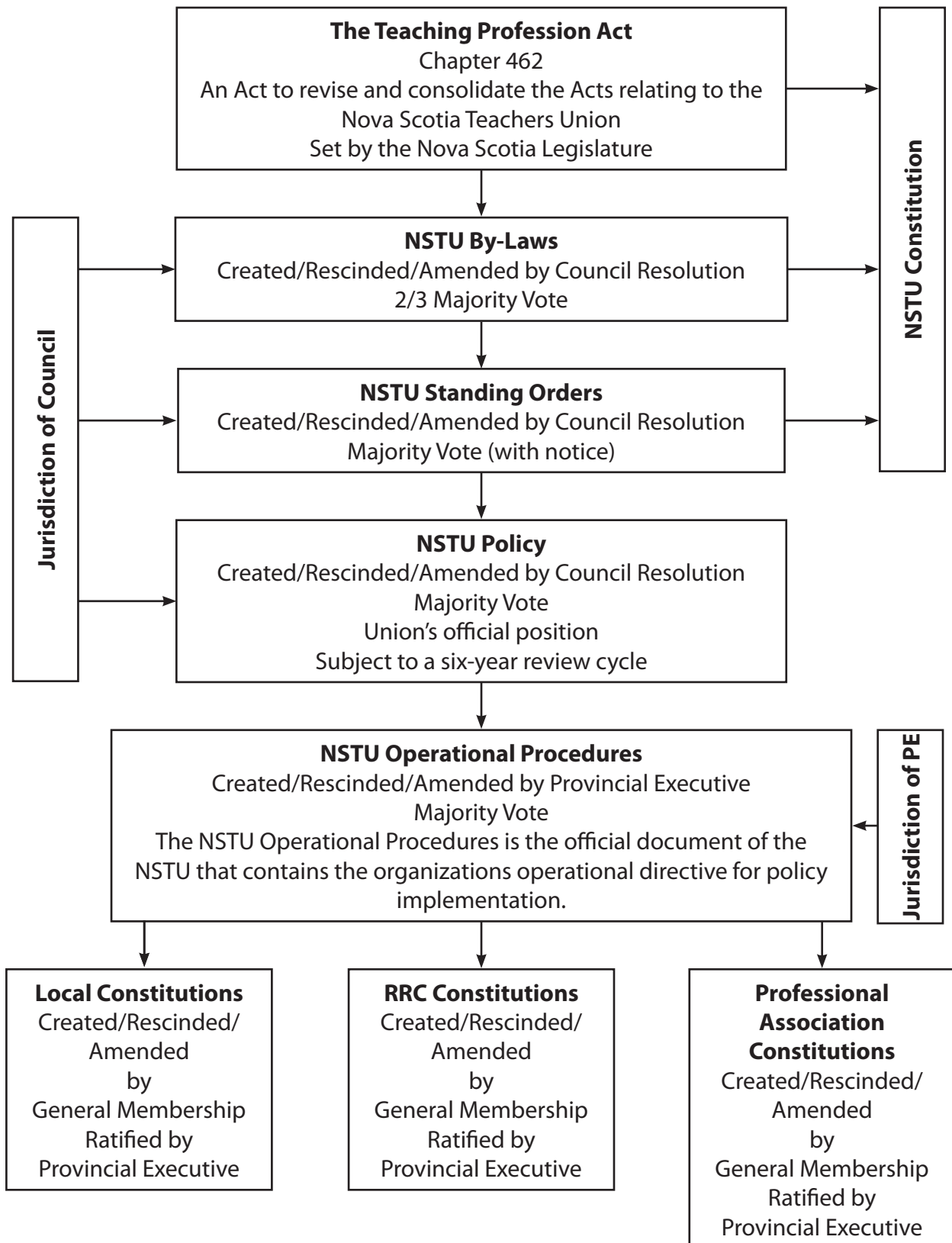


## Nova Scotia Teachers Union **Initial Meeting – 1896**

THE FIRST FIVE OBJECTS OF THE CONSTITUTION WERE:

1. To elevate and unify the teaching profession in Nova Scotia;
2. To bring the claims of the profession before the public and legislature of Nova Scotia as occasion may require;
3. To watch the educational outlook and trends of thought in other parts of the world with a view to keeping the profession in Nova Scotia abreast of the times;
4. To endeavour to advance salaries by increasing the capability of the teachers and improving the quality of the work;
5. To protect teachers, who through errors in agreements or otherwise, are in danger of being defrauded by unscrupulous employers.

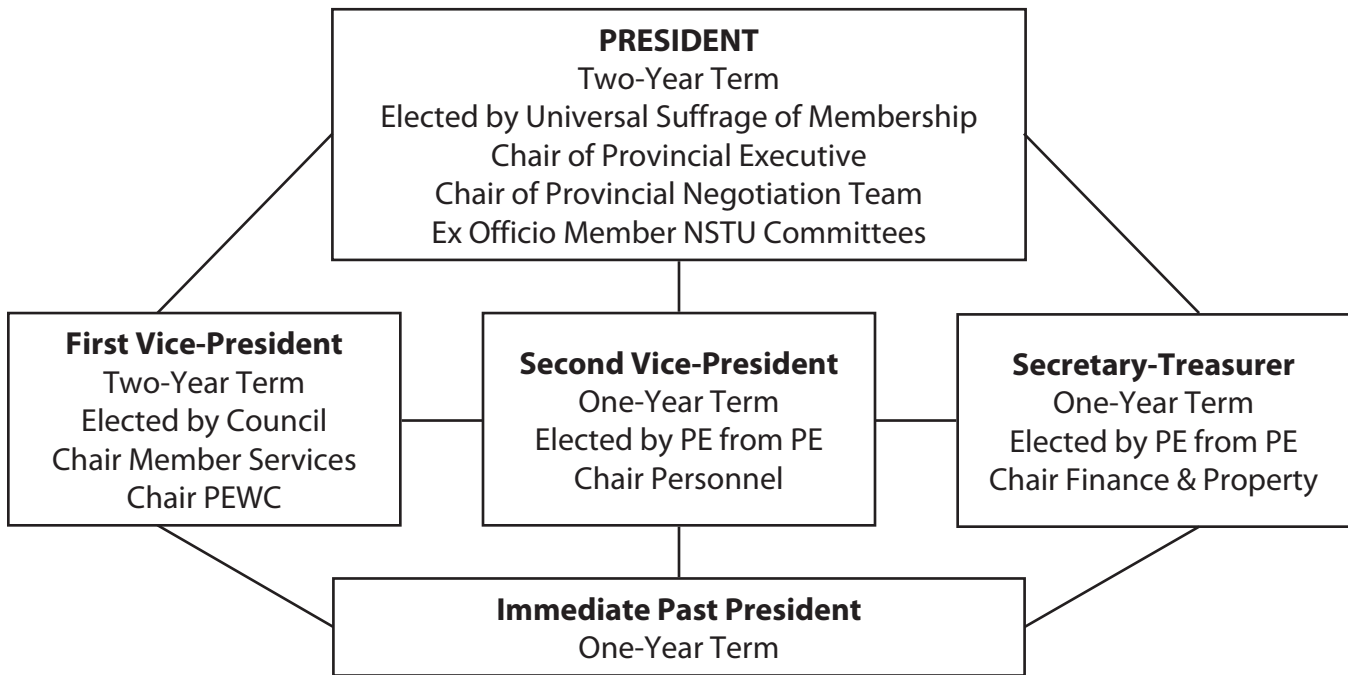
## II. *Constitutional Framework of the Nova Scotia Teachers Union*



### III. *Constitutional Framework of the Provincial Executive*

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#### TABLE OFFICERS



#### REGIONAL PROVINCIAL EXECUTIVE MEMBERS

<b>21 Regional Members</b>	
Two-Year Term	
Elected by Universal Suffrage from membership within the region	
Regions and Number from Regions as follows:	
Annapolis-Hants West-Kings	2 members
Antigonish-Guysborough	1 member
APSEA	1 member
Cape Breton Industrial	2 members
Colchester-East Hants	1 member
CSANE	2 members
Cumberland	1 member
Dartmouth	1 member
Digby-Shelburne-Yarmouth	2 members
Halifax City	2 members
Halifax County	2 members
Inverness-Richmond	1 member
Lunenburg County-Queens	1 member
Northside-Victoria	1 member
Pictou	1 member

## IV. *NSTU Staff*

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### **Executive Staff**

**Janine Kerr**

*Executive Director  
(On leave)*

**Simon Wilkin**

*Acting Executive Director*

**Jack MacLeod**

*Acting Assistant  
Executive Director*

**Paul Boudreau**

*Member Services*

**Wally Fiander**

*Member Services*

**Pamela Langille**

*Professional Learning/  
Professional Associations*

**Miguelle Légère**

*Professional Learning/  
Professional Associations*

**Tim MacLeod**

*Member Services  
(Term)*

**Kyle Marryatt**

*Member Services*

**Louis Robitaille**

*Research, Policy, & Governance*

**Stacy Samson**

*Member Services*

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### **Member Assistance Program (MAP) Staff**

**Maya Fallows**

*EIP Case Coordinator*

**Sandra Murray**

*Counsellor, Counselling Services*

**Anna Ordinelli**

*Registered Nurse*

**Leticia Richer**

*EIP Case Coordinator*

**Brian Roberts**

*Counsellor, Counselling Services*

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### **Professional Services Staff**

**Mark Laventure**

*Communications  
Support Specialist*

**Angela Murray**

*Public Relations Coordinator*

**Melanie Waye**

*Financial Officer*

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### **Human Resources**

**Nancy Morton**

*Human Resources Officer*

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### **Legal Counsel**

**Leah Kutcher**

*In-House Legal Counsel*

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### **Support Staff**

*Courtney Costard, Nancy Day, Lisa Farmer, Paul Hamer, Shelly Landry, Robert Laushway, Marie MacInnis, Brad McIsaac, Lise Meunier, Michelle Myers, Deb Savoie, Hilton Smith, Karen Staples, Bev Tufts, and Nicole Wells.*



## V. *Executive Staff Officer Contact List for Professional Associations 2020 – 2021*

<b>Professional Association</b>	<b>Executive Staff Officer Contact</b>
Association des Enseignants Acadiens (AEA)	Miguelle Légère
Association of Science Teachers (AST)	Pamela Langille
Art Teachers Association (ATA)	Pamela Langille
Association of Teachers of Exceptional Children (ATEC)	Pamela Langille
Association of Teachers of English of Nova Scotia (ATENS)	Miguelle Légère
Association of Teachers for Young Adolescents (ATYA)	Pamela Langille
Business Education Teachers Association (BETA)	Miguelle Légère
Educational Drama Association of Nova Scotia (EDANS)	Pamela Langille
Family Studies Teachers Association (FSTA)	Miguelle Légère
Mathematics Teachers Association (MTA)	Pamela Langille
Nova Scotia Association of Teacher for Equity in Education (NSATEE)	Miguelle Légère
Nova Scotia Language Teachers Association (NSLTA)	Miguelle Légère
Nova Scotia Music Educators' Association (NSMEA)	Pamela Langille
Nova Scotia School Counsellors Association (NSSCA)	Pamela Langille
Nova Scotia Teachers Association for Literacy & Learning (NSTALL)	Miguelle Légère
Nova Scotia Technology Education Association (NSTEA)	Miguelle Légère
Primary Elementary Teachers Association (PETA)	Miguelle Légère
Psychologists in School Association (PISA)	Pamela Langille
Speech-Language Pathologists & Audiologists Association (SPAA)	Pamela Langille
Social Studies Teachers Association (SSTA)	Miguelle Légère
Teachers Association for Physical & Health Education (TAPHE)	Miguelle Légère
Professional Association Coordinating Committee (PACC)	Miguelle Légère

## VI. Professional Association Presidents 2020 – 2021

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### **Association des Enseignants Acadiens (AEA)**

Marie Gabrielle Samson (S) 902-386-5700  
(C) 902-447-0314  
sagabrielle@nstu.ca  
gabriellesamson@gmail.com

### **Association of Science Teachers (AST)**

James Parsons (C) 902-258-7108  
jeparson@nstu.ca

### **Art Teachers Association (ATA)**

Alison West (H) 902-455-9871  
alwest@nstu.ca

### **Association of Teachers of Exceptional Children (ATEC)**

Kelli Crocker (M) 902-220-8457  
(S) 902-464-2000  
kcrocker@nstu.ca  
kelli7498@gmail.com

### **Association of Teachers of English of Nova Scotia**

**(ATENS) (C) 902-209-4756**  
Tina Buott tbuott@nstu.ca

### **Association of Teachers for Young Adolescents (ATYA)**

Jill Lake Cutler (C) 902-430-7575  
(W) 902-758-4660  
jcutler@ns.sympatico.ca  
jacutler@nstu.ca

### **Business Education Teachers Association (BETA)**

Danielle LeBlanc (S) 902-690-3840  
danleblanc@nstu.ca

### **Educational Drama Association of Nova Scotia**

**(EDANS) (S) 902-945-5325**  
John Hendsbee (H) 902-684-0151  
jehendsbee@nstu.ca

### **Family Studies Teachers Association (FSTA)**

Tracey Rogers (Co-President) (S) 902-582-2040  
(O) 902-670-2558  
trogers@nstu.ca

Tanya Mercer (Co-President) (S) 902-869-3800

(O) 902-456-9502  
tmmcsheffery@nstu.ca

### **Mathematics Teachers Association (MTA)**

Zeno MacDonald (S) 902-491-4444  
zgmacedonald@nstu.ca

### **Nova Scotia Association of Teacher for Equity in**

**Education (NSATEE) (H) 902-789-5734**  
Megan Neaves (S) 902-462-8700  
megan.neaves91@gmail.com

### **Nova Scotia Language Teachers Association (NSLTA)**

Lynnette Babin (C) 902-615-7821  
(S) 902-867-8804  
ldbabin@nstu.ca

### **Nova Scotia Music Educators' Association (NSMEA)**

Jillian MacNutt (C) 902-880-5125  
(S) 902-837-2310  
jmacnutt@nstu.ca

### **Nova Scotia School Counsellors Association (NSSCA)**

Amanda Marchand (S) 902-232-2810  
(C) 902-318-6301  
ammarchand@nstu.ca

### **Nova Scotia Teachers Association for Literacy & Learning (NSTALL)**

Stephanie Deagle (C) 902-921-0536  
(S) 902-755-8255  
deaglemom@gmail.com  
sddeagle@nstu.ca

### **Nova Scotia Technology Education Association (NSTEA)**

Craig Thornton (H) 902-864-3778  
(C) 902-476-4589  
cpthornton@nstu.ca

### **Primary Elementary Teachers Association (PETA)**

Ashley Chapman (O) 902-802-4231  
ashley@nstu.ca

### **Psychologists in School Association (PISA)**

Tracy Whittaker-Taggart (C) 902-478-7109  
(S) 902-758-4600  
tltaggart@nstu.ca

### **Speech-Language Pathologists & Audiologists Association (SPAA)**

Denise Boulton (S) 902-673-5050  
(C) 902-956-3134  
dcboulton@nstu.ca

### **Social Studies Teachers Association (SSTA)**

Maureen McNamara (S) 902-564-5411  
(O) 902-578-9617  
msmnamara@nstu.ca

### **Teachers Association for Physical & Health Education (TAPHE)**

Justin Oliver (S) 902-839-6300  
jroliver@nstu.ca

## VII. *Professional Associations' Authority to Act*

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Professional Associations receive their authority to act through NSTU By-Law Article VI and NSTU Operational Procedure 13. NSTU By-Laws are set by Council, NSTU Operational Procedures are set by the Provincial Executive. Professional Associations are committees of the NSTU and answer to Council and its Executive (the Provincial Executive). Professional Associations must have their own constitution, ratified by the Provincial Executive, which is not inconsistent with NSTU By-Laws, Standing Orders, or Operational Procedures.

### **NSTU By-Law Article VI – Professional Association Governance**

#### **1. PROFESSIONAL ASSOCIATION**

- (a) Active Members may, following the procedure laid out in Operational Procedures and with the consent of the Provincial Executive, form a Professional Association.
- (b) The mandate of Professional Associations shall be to encourage and assist Members in professional development activities in their respective fields.
- (c) The objectives of Professional Associations are to:
  - (i) improve professional practice by increasing Members' knowledge and understanding;
  - (ii) disseminate ideas, trends, and new developments;
  - (iii) advocate interests of Professional Associations, consistent with NSTU Policy and practice; and,
  - (iv) advise the Provincial Executive and NSTU Committees on matters special to the Professional Associations.
- (d) Membership in a Professional Association is open to Active, Reserve, and Associate Members of the NSTU, is voluntary, and is conditional on paying a Professional Association Fee as set by the individual Associations at their Annual General Meetings.
- (e) The NSTU shall assist in the organization and promotion of Professional Associations, and give financial assistance where necessary, in order to provide opportunities for Member-initiated professional development.

#### **2. OFFICERS**

- (a) A Professional Association shall elect a President, and such other officers as the Association may determine.
- (b) The elected Executive of the Professional Association shall be the governing body thereof.

#### **3. GOVERNANCE**

- (a) A Professional Association shall be a committee of the NSTU, and shall be under the control of the Council and its Executive, subject to the *Teaching Profession Act*, these By-Laws, and NSTU Standing Orders.
- (b) A Professional Association shall not deal directly in matters of policy with the Provincial Government, government departments, or other provincial organizations.
- (c) A Professional Association shall determine the dates of its meetings and shall designate one (1) meeting each school year as its Annual General Meeting.
- (d) A majority of Officers will constitute a quorum of the Professional Association Executive.
- (e) A Professional Association shall have the right to submit resolutions to Council through the Professional Association Coordinating Committee subject to the approval of the Provincial Executive.

#### **4. FINANCES**

- (a) A Professional Association shall submit to Central Office, by July 31<sup>st</sup> of each year, a budget for the ensuing school year.
- (b) A Professional Association shall submit to Central Office, by October 31<sup>st</sup> of each year, the information required for its internal review, which will be conducted out of Central Office.
- (c) A Professional Association may not permit the use of any part of its funds for the purpose of conducting a campaign in respect to any election whether within the Union or outside of the Union.

## NSTU Operational Procedure 13 – Professional Associations

### A. GOVERNANCE

The model Constitution and model Operational Procedures for NSTU Professional Associations shall be adopted by all NSTU Professional Associations with ratification by the Provincial Executive.

### B. FORMATION/DISSOLUTION

I. Formation of a Professional Association may occur under the following guidelines:

#### a. Step One

- i. At least one hundred (100) NSTU members who are potential members of the association shall submit a petition to the Professional Association Coordination Committee, requesting establishment of the association.
- ii. With the petition, the applicants include a rationale explaining why their professional needs cannot be met through existing associations.
- iii. Existing Professional Associations are then requested to make provision to reflect the varied needs of the petitioning group.
- iv. The Professional Association Coordination Committee shall forward a recommendation to the Provincial Executive.

#### b. Step Two

- i. NSTU Staff meets with Organizing Committee representatives to prepare a Constitution and Operational Procedures for the new Professional Association consistent with the NSTU model constitution and operational procedures.
- ii. The Organizing Committee serves as the Nominating Committee to compile a slate of officers for the new Professional Association.
- iii. Two (2) members of the Organizing Committee are identified as signing officers for the association's account.

#### c. Step Three

- i. NSTU Staff serves as Chair of the Founding Meeting of the new Professional Association for the following agenda items:
  1. Provincial Executive motion to establish Professional Association
  2. Mandate of Professional Association
  3. Adoption of Constitution and Operational Procedures
  4. Election of Officers
- ii. The President of the new Professional Association assumes the Chair and conducts the remainder of the meeting's agenda.
- iii. The Provincial Executive considers a motion to ratify the new Professional Association's Constitution at its next scheduled meeting.
- iv. Copies of the Professional Association's Constitution and Operational Procedures are filed with the NSTU.

II. Dissolution of a Professional Association shall occur under any of the following conditions:

- a. If the annual membership of the association should drop below fifty (50) active NSTU members for two (2) successive years and if the paid conference attendance should drop below fifty (50) active NSTU members for two (2) successive years.
- b. If a Professional Association does not hold an annual conference or its equivalent on Professional Development Day for two (2) successive years.
- c. If any of the conditions for grant disbursement are not met over one (1) year, the second year shall be considered the probationary year. The Coordination Committee will make contact with the President of the Professional Association regarding probationary status and that non-compliance will result in dissolution.
- d. The Coordination Committee will review the recommendations to ensure that procedures for dissolution have been respected. The Coordination Committee will then forward the recommendation to the Provincial Executive.
- e. The final decision as to dissolution rests with the Provincial Executive.

*Reference: April 1, 2006*

## C. FINANCES

- I. NSTU Professional Associations set membership fees annually. Each Professional Association of the Nova Scotia Teachers Union shall submit annually to the Finance & Property Committee of the Union, an internally reviewed statement of its financial record for the past year, and shall be requested to submit a budget for the ensuing year. Professional Associations are encouraged to establish expense policies that would ensure that no member is out-of-pocket for work done on behalf of the Association. The guidelines set out in the Professional Association Treasurers Guide must be followed.
- II. Professional Associations may qualify for their executive meeting expenses to be paid for if, at the end of their previous fiscal year, their financial net assets are less than thirteen thousand three hundred and fifty dollars (\$13,350.). Meeting expenses will be paid for three (3) executive meetings for a maximum of eight (8) executive members. NSTU expense guidelines will be followed for reimbursement. Any expenses that appear unreasonable will be subject to the approval of the Finance and Property Committee.
- III. Professional Associations whose Financial Net Assets are less than thirteen thousand three hundred and fifty dollars (\$13,350.) in the previous year shall have costs for three (3) executive meetings paid for by the NSTU. Any Professional Association experiencing undue financial hardship due to the implementation of this operational procedure may apply to the NSTU Provincial Executive for consideration of additional funding to deal with cost over-runs.  
*April 2012*
- IV. There shall be no purchases of capital equipment over one thousand dollars (\$1,000.) without prior approval of the NSTU Finance & Property Committee. *June 2014*
- V. Professional Associations may provide gifts to presenters, special guests and conference organizers. Limited random draws of names of conference delegates for prizes of a modest value may take place. Alternatively, a draw for a single item of a value not to exceed two hundred dollars (\$200.) shall be allowed. Professional Associations shall not purchase gifts, prizes or door prizes for each delegate or attendee. This restriction does not apply to gifts that have been donated to the Professional Association by an unrelated party.
- VI. Should a Professional Association receive a request for financial assistance from a recognized national or international education organization, they must follow the guidelines outlined in Operational Procedure 9. B. Conference Guidelines V. Financial Assistance – National and International Conferences.  
*Reference: October, 2012; June 2014; January 2016*

## D. COMMUNICATIONS

- I. Upon request, NSTU Professional Association Presidents shall have a designated NSTU web account mailing list.
- II. Members of NSTU Professional Associations are expected to communicate via NSTU webmail.

## E. PROVINCIAL PROFESSIONAL DEVELOPMENT DAY

- I. NSTU Professional Associations are encouraged to include in conference advertising the intended interest level of each workshop: introductory, developmental or research. Programs and resource persons used as part of a Professional Association conference shall not be used twenty-four (24) hours prior to or after the Professional Association conference unless written permission has been granted by the Professional Association president. Locals may use the resource persons in conjunction with Professional Associations.
- II. The Provincial Professional Development Day shall continue to be retained and maintained as an annual Professional Association professional day of the Nova Scotia Teachers Union. Regional Centres for Education/Boards shall be encouraged to promote the attendance of their professional staff at the Annual Conferences.
- III. Professional Associations shall distribute receipts of payment and attendance at the conclusion of all Provincial Professional Development Day Conferences.
- IV. No Professional Association is to partner with a national or other external organization for a multi-day conference over NSTU Annual Conference week. Professional Associations are to only organize a conference for their Association within the parameters of Provincial Professional Development Day.  
*June 2014; January 2015*

F. ***Travel Accident Insurance***

- I. All members of the Executive of the Professional Associations, all members of committees of the Professional Associations, and all conference volunteers who are required to travel to meetings of the Professional Associations shall be included in the NSTU Master Travel Accident Insurance Policy.
- II. Each Professional Association will be billed for the cost of this Travel Accident policy as the cost relates to that Association.
- III. Any Professional Association experiencing undue financial hardship due to the implementation of this operational procedure may apply to the NSTU Provincial Executive for consideration of additional funding to deal with cost over-runs.

*Reference: Provincial Executive, June, 1987; April, 1992; 1993; 1994; 1995; 1998; Renamed and amended January 2005; September 2006; March 2008; June 2008, October 2008, February, 2009, April 30, 2009, March 5, 2010; February 2012, June 2014; January 2015*

## VIII. ***Professional Association Coordinating Committee's Authority to Act***

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The Professional Association Coordinating Committee is a Standing Committee of the Provincial Executive and as such is answerable to the Executive. Operational Procedure 4, Section K outlines the mandate, composition and term, and meeting frequency for this Committee.

### **NSTU Operational Procedure 4 Committees – Standing Committees of the Provincial Executive – Section K**

**K. PROFESSIONAL ASSOCIATIONS COORDINATION COMMITTEE**

**I. Mandate**

The Committee shall:

- a. review resolution submissions forwarded by Professional Associations prior to submission to the Provincial Executive;
- b. recommend procedures to the Provincial Executive with regard to the operation of Professional Associations;
- c. make recommendations to the Provincial Executive regarding the formation or disbandment of Professional Associations;
- d. advise the Provincial Executive on Professional Association matters;
- e. monitor the financial status of Professional Associations;
- f. circulate PACC Minutes to PA Presidents once approved;
- g. assist the officers of Professional Associations in organizing, managing, and directing the business and affairs of their respective Associations;
- h. receive the annual reports of Professional Associations;
- i. consider such resolutions submitted to Annual Council to make recommendations for Council's consideration where appropriate;
- j. organize and facilitate an annual Professional Associations Conference; and,
- k. perform such other functions or tasks as assigned by the Provincial Executive of the NSTU.

*Reference: Amended: April 27, 2006; February 2009*

**II. Composition and Term**

- a. The Committee shall have six (6) Members representing the participating associations as chosen by lottery plus a Provincial Executive Member. Interested associations shall submit their names to the Chair of the Committee.
- b. Any associations having a Member on the current Committee must withdraw from the lottery for a period of one (1) year following their term of office.



- c. Notwithstanding b, in the event that there are not enough submissions to serve on the Committee, associations having a Member on the current Committee may submit the name of another individual from their association to serve on the Committee.
- d. All members chosen for the Committee through the lottery shall serve a two (2) year term commencing November 1<sup>st</sup>.
- e. The Provincial Executive Member appointed to the Committee shall serve a renewable one (1) year term.
- f. The incoming Chair shall be chosen by the Members of the Committee on an annual basis at the last meeting of the school year from amongst the Committee members in their first year of their term of office.

### III. Meeting Frequency

It is anticipated that the Committee can fulfill its mandate in three (3) meetings per year.

*Reference: Provincial Executive, November 23, 2000; Oct., 2001; (Professional Services Committee disbanded, September, 2001, Council 2002); February 2012*

## IX. *Professional Association Membership and Fees*

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### 1. Membership

Eligibility for membership in a Professional Association is laid out in NSTU By-Laws Article I; Active, Reserve, and Associate Members of the Nova Scotia Teachers Union have the right of membership in associations. Membership in an association is voluntary; however, NSTU Members are encouraged to join a Professional Association in which they have a professional interest. Individual Professional Associations define membership in their constitution.

A completed membership list of the association shall be submitted to the NSTU Central Office by December 1<sup>st</sup>. The membership list shall be submitted in alphabetical order with the home address and NSTU email address accompanying each name to ensure that members can be contacted.

### 2. Membership Fees

Membership fees for Professional Associations are set at the individual Annual General Meetings of each association in the previous year. The fee entitles a member to receive all services provided by a given association. Current fees are as follows:

AEA	Association des enseignants acadiens	\$15.00
AST	Association of Science Teachers	\$10.00
ATA	Art Teachers Association	\$20.00
ATEC	Association of Teachers of Exceptional Children	\$10.00
ATENS	Association of Teachers of English of Nova Scotia	\$15.00
ATYA	Association of Teachers of Young Adolescents	\$20.00
BETA	Business Education Teachers Association	\$20.00
EDANS	Educational Drama Association of Nova Scotia	\$25.00
FSTA	Family Studies Teachers Association	\$15.00
MTA	Mathematics Teachers Association	\$12.00
NSATEE	Nova Scotia Association of Teachers for Equity in Education	\$15.00
NSLTA	Nova Scotia Language Teachers Association	\$20.00
NSMEA	Nova Scotia Music Educators' Association	\$15.00
NSSCA	Nova Scotia School Counsellors Association	\$20.00
NSTALL	Nova Scotia Teachers Association for Literacy and Learning	\$10.00
NSTEA	Nova Scotia Technology Education Association	\$20.00
PETA	Primary Elementary Teachers Association	\$10.00
PISA	Psychologists in Schools Association	\$20.00
SPAA	Speech-Language Pathologists and Audiologists Association	\$15.00
SSTA	Social Studies Teachers Association	\$10.00
TAPHE	Teachers Association for Physical and Health Education	\$15.00

### 3. Conference Fees

Registration fees for conferences must be set for three categories of delegates:

- Professional Association Members (NSTU Members)
- Non-NSTU Members
- Substitute Teachers – By way of an Annual Council resolution, all Professional Associations are required to have a reduced conference fee for substitute teachers. That fee is to be published in conference materials.

Many Professional Associations also set special conference fees for such categories as student and retired teachers.

## X. *Professional Association Programs, Procedures, and Protocols*

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### 1. Professional Association Constitution and Operational Procedures

Each Professional Association must have a constitution, which requires the approval of the association's general membership and ratification by the NSTU Provincial Executive. The model constitution used by associations in preparing their own specific constitution may be found in Appendix A of this document. A current copy of an individual Association's Constitution may be obtained by contacting the Professional Learning Department of the NSTU.

Each Professional Association is encouraged to create a set of Operational Procedures for their own use. The model operational procedures that may be used as a template is found in Appendix B of this document.

The Governance and Policy Committee of the NSTU is reviewing both the model constitution and the model operational procedures for Professional Associations with the intent of updating these documents; this review is anticipated to happen during the 2020/2021 school year.

### 2. Protocol with External Agencies

Contact by NSTU Professional Associations with agencies outside the NSTU, such as the Department of Education or the Minister, can only be made after consultation with the Professional Associations Coordination Committee. The intent of this provision is not to inhibit the activity of any association; rather, it is to ensure consistency in the voice of the Nova Scotia Teachers Union. It is also necessary to ensure the NSTU does not incur political or financial liability as a result of correspondence. Following NSTU approval, all written communication with outside agencies must include a copy of the communication to the Professional Associations Coordination Committee for record-keeping purposes.

### 3. National and International Affiliation

Affiliation of NSTU Professional Associations with Canadian or International Associations may be a source of information regarding new trends and developments. Publication, workshops, and conferences of these associations are frequently used as reference points for new ideas or materials. Some NSTU Professional Associations have found that a comprehensive membership in these types of organizations is beneficial to their Association.

### 4. Booking Meetings and Hotel Accommodations

The Dr. Tom Parker Building should be used as the preferred site for Professional Association Executive Meetings. The Association's Secretary can contact the NSTU Receptionist to book your meeting time and space. The NSTU maintains a contract with a hotel in Halifax to accommodate members while travelling on Union business. The following process is provided for Professional Associations wishing to book meetings in Halifax:

- The Professional Association Secretary requests a meeting date from the NSTU Receptionist, a date is arranged between the Secretary and Receptionist (Receptionist may be contacted at [receptionist@nstu.ca](mailto:receptionist@nstu.ca)).
- Notices are sent to Professional Association Executive Members by the NSTU Receptionist.



- The meeting notices will contain a link to the NSTU website where Professional Association Executive Members can confirm their attendance at the meeting and indicate whether or not they require hotel accommodations.
- The NSTU Receptionist will only book accommodations for those Professional Association Executive Members who return their request for accommodations form via the website. If a member does not return the form **no accommodations will be booked**.
- The accommodations will be billed directly to the NSTU who in turn will bill the Professional Association.

## 5. Travelling on Professional Association Business

The NSTU requires that members travelling on behalf of an Association, for the purpose of conducting the business of the Association, must be reimbursed at NSTU travel rates. Information concerning this procedure is available by contacting the NSTU Finance Department. An expense form can be found at <https://nstu.ca/nstu-members/professional-development/professional-associations/pa-resources/> and following the link to expense forms.

## 6. Release Time for Conducting Professional Association Business

From time-to-time it may be convenient for an officer of a Professional Association to have release time from their employer in order to fulfill their duties to the Association. In order to be provided with release time the Association's President must request the release, in writing, from the employer (RCE or CSAP). The employer may, but is not obligated to, grant this release. The request must have approval by the Professional Association before sending to the employer. The Association will be obligated to pay the employer the costs incurred by the release. Sub bills are the responsibility of the Association. They should clearly identify the Association and may be forwarded directly to Central Office for processing. Finally, NSTU days agreed to in the Teachers' Provincial Agreement (Article 31.02) CANNOT be accessed by Professional Associations for such release.

## 7. Professional Learning and Curriculum Development

NSTU Professional Associations are encouraged to organize professional learning activities and curriculum development opportunities which may include the following:

- Conference planners are encouraged to include sessions targeted to early career educators. Such sessions should contain a label noting the desired participant audience.
- Conferences which are carefully designed to meet the needs of educators, with typical activities including such things as: keynote addresses, workshop demonstrations, book displays, audio-visual displays, panel discussions, small group discussions, and bell-ringer sessions.
- Regional professional learning activities which may have immediate relevance to the educators attending.
- Participation in Department of Education and Early Childhood Development provincial task forces, committees, or working groups.
- Curriculum development activities such as: evaluation of curriculum materials, the development of new courses, and student evaluation procedures are matters which can be addressed by associations.

## 8. Publications and Editor

NSTU Professional Associations are encouraged to communicate with their members using a variety of means. This may include social media such as Twitter, Facebook, or websites. The NSTU can link your social media accounts on the NSTU website. The only limitation is that the website cannot be an employer-based site such as a gnspe Google Site.

## 9. Professional Association Websites and Webmasters

The NSTU provides every Professional Association the opportunity to host its own unique website. The website employs a template-based content management system (CMS) that is easy to learn. The template is simple to update and keep current. Websites can also be customized to meet the requirements of individual associations. The NSTU provides the Association's webmaster with full instructions for administering their sites, as well as on-going support as required. For more information, contact [webmaster@nstu.ca](mailto:webmaster@nstu.ca). You may also create your own website as long as you are not using an employer's software such as gnspe/sepne. Items you might consider for inclusion on your Professional Association Website include the following:

- A brief description of the Professional Association, including a mission statement, brief history, membership criteria and any affiliation with national and international organizations, with links provided when applicable.
- Any fellowships, scholarships, or awards that the Professional Association promotes or grants.
- A list of the Association's current Executive.
- The latest issue of the Association's newsletter or journal.
- Conferences and special events. It is extremely important that this information be kept up-to-date and removed once the event has taken place.

Professional Association Presidents shall have a designated NSTU email list on the NSTU website. Members of Professional Associations are expected to communicate via the NSTU email/website.

## **XI. Conference Planning, Procedures, and Protocols**

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### **1. In Advance of Conference Planning**

#### **Appoint a Conference Chair**

Determining a Conference Chair should be done at the earliest possible date. Nominating the Chair for next year's Conference is part of the slate of officers presented to the Annual General Meeting and will immediately ease the association into the planning process. The appointed Chair should meet with the previous Conference Chair to discuss Conference procedures.

#### **Form a Conference Committee**

The Conference Committee should include the Conference Chair, PA President, PA Treasurer, and sufficient members to adequately plan your Conference. While many hands make light work, small committees tend to be most efficient.

#### **Assign Duties to Committee Members**

Choose carefully. Your Conference depends on reliable self-motivated people, capable of getting their tasks done efficiently with minimum interference or support from the Chair.

### **2. Conference Committee – Roles and responsibilities**

#### **Conference Chair**

The Conference Chair works with a Committee to design and implement the Conference. The Chair reports to the Executive of the Professional Association and gets direction from the Executive. The ultimate responsibility for ensuring the smooth running of an October Conference lies with the President; however, the Chair of the Conference Committee has a great deal of responsibility. Generally, the Conference Chair will have the following duties:

- Set agendas for meetings, call meetings, and Chair meetings of the Conference Committee.
- Ensure selection and confirmation of a theme, program topics, speakers, exhibitors, and timetable of activities for Conference.
- Ensure that information is sent to the NSTU in a timely fashion for program publication in *The Teacher* and online registration.
- Ensure Conference registration forms and procedures are in place in a timely fashion.
- Prepare a Conference Report for submission to the NSTU Central Office and for the following year's AGM.
- Compile a detailed record of correspondence, lists of resource persons, exhibitors, speakers, committees, etc. and pass this resource on to the next Conference Chair.

#### **Treasurer/Finance Committee**

Depending on the size and complexity of the Conference and the Professional Association the Association's Treasurer or a Finance Committee may be used to complete financial tasks. The duties of this individual/committee are to:

- Devise a budget taking into account the overall scope of the Conference.
- Submit expenses to NSTU Central Office.

### **Registration Coordinator/Committee**

An individual from the Conference Committee or a separate sub-committee may be used to coordinate the registration process. The duties would include:

- Creating a registration form following NSTU requirements.
- Creating a workshop choice form.
- Preparing a list of Conference delegates.
- Coordinating registration on Conference day.
- Sending a list of member registrants to NSTU Central Office.
- Responding to all enquiries from any potential delegates and members.

### **Recorder**

An individual should be selected from amongst the Conference Committee to perform the following duties:

- Record and circulate minutes of Conference Committee meetings.
- Prepare and update Conference Committee minutes and action sheets.

### **Exhibits Coordinator**

An individual may be selected to perform the following duties:

- Determine facility for exhibits and space allocation for displays.
- Invite and confirm exhibitors' participation in writing, specifying terms (fees and space availability).
- Arrange for set-up and dismantling of displays.

### **Publicity Coordinator/Committee**

An individual should be selected from amongst the Conference Committee to perform the following duties:

- Develop a Conference program.
- Inform media of upcoming Conference. Develops press releases for committee's approval, including photos and resumes of keynote speakers.
- Serve as liaison with *The Teacher* and with photographer for pictures on day of Conference.

### **Hospitality Coordinator/Committee**

An individual or sub-committee may be selected to perform the following duties:

- Arrange accommodations for guests and speakers.
- Arrange an opening reception, banquet, meals, and coffee breaks as required.
- Arrange for hospitality room for speakers, guests, and media as required.

### **Technical Support Coordinator**

An individual may be selected to perform the following duties:

- Develop a list of equipment needed by speakers and workshop leaders.
- Arrange for equipment and accept deliveries as required.
- Check workshop rooms to ensure all equipment has arrived and is in working order.
- Ensure that equipment is returned on time.

## **3. Conference Budget Template**

Below are the revenue and expense categories suggested for Conference along with tips on how to budget for each line. Overall, the budget amounts should incorporate past results with expectations for the upcoming Conference.

### **Revenue:**

- **Registration Fees** – Number of expected attendees multiplied by the registration fee for the upcoming year. For number of attendees use actual from previous year unless there is a known expectation that there will be significantly more or fewer attendees in the upcoming year. The registration fee includes the complimentary membership fees.
- **Exhibitor Fees** – Number of expected exhibitors multiplied by the fee for the upcoming year that will be charged to each. For the number of exhibitors use the actual amount from last year unless it is known that there will be more or fewer this year.
- **Miscellaneous** – Other income anticipated such as book sales, t-shirt sales, interest, sponsorships, etc.

### Expenditures:

- **Catering** – Cost of any catering for meals, nutrition breaks, etc. Look at last years and factor in expected attendees. If changing caterers get a quote. Don't forget tax and gratuity when budgeting.
- **Committee Expenses** – Number of meetings multiplied by the cost per meeting. To determine the cost per meeting add up all the costs necessary to hold one meeting – travel of all committee members, meals, accommodations, rental of meeting space, etc. Members travelling on Committee business must be reimbursed at NSTU travel rates.
- **Equipment** – Cost to rent or purchase equipment needed for the Conference (i.e. microphone, speakers, video equipment).
- **Facilities** – Cost to rent facilities to hold Conference. Factor in cost increases due to number of attendees or different venue.
- **Hospitality/Reception** – Cost to hold a reception or hospitality room including food, entertainment, supplies, etc. will depend on number of attendees.
- **Office** – Use actual from previous years and add/subtract known changes for items such as printing, postage, etc.
- **Presenters** – Should get a quote for main presenter factoring in all expenses that you will cover (travel, meals, accommodations, gift). Also include cost of fees/gifts for other presenters.
- **Gifts/Prizes** – Modest gifts for special guests and Conference organizers are allowed. Limited modest prizes for Conference delegates, selected at random are allowed; alternatively, a draw for a single prize, not to exceed \$200 in value, is allowed.
- **Supplies** – Use actual from previous years and add/subtract known changes for items such as booths, name tags, etc.
- **Miscellaneous** – Other anticipated costs of holding the Conference.

## 4. Registration Process

### Conference Registration

By the third (3<sup>rd</sup>) Friday in June a complete Conference program must be submitted to the NSTU Central Office for the creation of online Conference Registration. Edits to the online Conference Registration are allowed up to the fourth (4<sup>th</sup>) Friday in August.

Online Conference registration opens for NSTU Members on the third (3<sup>rd</sup>) Monday of September and on the fourth (4<sup>th</sup>) Monday of September for non-NSTU Members. The deadline for registration (online registration closes) on the second (2<sup>nd</sup>) Friday of October or as limits on space permits.

There is no on-site registration for NSTU Professional Association Conferences. All registration and payment must be made online.

### Refunds

This statement shall appear on all Association Conference registration forms: *“NSTU Professional Associations only refund October Conference Registration fees prior to the official Conference registration deadline.”*

Registrars are to complete a refund form on all requests prior to and after the refund deadline. **The form is to be completed by the registrar**, once submitted it will automatically be sent to the NSTU Financial Officer. Once an individual has been refunded, NSTU Central Office will remove the person from the participant list for the Conference.

### Special Needs Requirements

Conference registration forms must ask participants if they have special requirements in order to attend Conference sessions. Every reasonable effort must be made to accommodate individuals.

## 5. Conference Program

### Survey Members

Needs assessment is an important consideration for planning professional activities. Most complaints about the relevance of a Conference originate because members have not been consulted as part of the planning process. This could be done as part of an evaluation given out at the previous Conference, or by way of an email survey in the association's newsletter. Items to consider when surveying member needs:

- Topics to be covered by workshops including concerns of members.
- Ratio of time spent in lectures or panel discussions compared with workshops.
- Number and length of sessions to be included in program.
- Programming for evenings.
- Social event, tours.

### Set Conference Theme and Objectives

- A list of specific objectives should be designed to meet the needs as expressed in the survey.
- Establish a Conference theme.

### Session Leaders

Plan to contact speakers and workshop leaders early in the planning process. Be sure to:

- Ascertain correct title, position, and surname spelling for each speaker.
- Define fees, expenses, and honoraria to prevent misunderstandings.
- Send a follow-up confirmation letter containing all necessary information.
- Supply a contact person on the Committee for questions the speaker might have (Chair or Registrar are possible contact individuals).

Possible source for session leaders includes:

- Teachers.
- Department of Education personnel.
- Consultants from Regional Centres for Education or CSAP.
- Post-secondary faculty or other personnel.
- Writers, publishers, or education suppliers.
- Elected officials (local, provincial, or national).
- Libraries.
- Researchers, speakers, or 'experts' of a national or international caliber.

### Program Content Guidelines

Information regarding content guidelines and regulations is sent to Conference Chairs and Professional Association Presidents in April. Professional Associations must ensure that program information for inclusion in *The Teacher* and the online catalogue is received by the NSTU by the fourth (4<sup>th</sup>) Friday in May. This information must be submitted as a **complete package** to the NSTU. When using Conference Co-Chairs, one individual must be identified to the NSTU as the contact person. Professional Associations wishing to use additional Conference program preparation and distribution do so at their own expense.

*PLEASE NOTE:* No alcohol/cannabis related sessions or tours are permitted during Conference day.

## 6. Conference Site and Exhibitor Selections

Arrangements must be made early for a Conference site suitable for the Professional Association's typical Conference. Once a site has been confirmed, arrangements should be made for accommodations close to the Conference site. Some site owners may request special insurance coverage; such requests should be directed to the Association's President who, along with NSTU staff, will make the appropriate arrangements for coverage.

If planning on having exhibitors plan early. Contact potential exhibitors with expected dates, times, and facilities.

## 7. Printing Services Supplied by NSTU Central Office

The NSTU will arrange to print the following material for Professional Associations leading up to Conference day: Annual General Meeting Minutes, Constitutions, and Executive Reports (i.e. president, treasurer, committees, etc.). The NSTU will also print registration fee receipts and nametags. Conference materials that require printing must be submitted to the NSTU Central Office prior to the fourth (4<sup>th</sup>) Friday in September. The NSTU cannot guarantee that materials submitted after this date will be ready by Conference day.

The NSTU will NOT print workshop handouts. It is the responsibility of the person presenting the workshop to supply these materials for the conference.

## 8. Conference Marketing

Conference Committees should consider the following publicity/marketing techniques:

- Use social media to promote your Conference
- Use of a Conference banner or neon wheels sign to advertise Conference site.
- Press release for circulation to appropriate media with a photo and resume for keynote.
- Arrange for photographer to capture Conference proceedings.
- Invite guests.
- Offer a draw for people who register early.
- Incorporate a lunch in the Conference fees.

## 9. Final Logistics for Conference

Some final logistics for the Conference Committee to consider:

- Collate a master list of a/v equipment needed and a separate breakdown for each workshop.
- Proceed with arrangements for delivery of A/V equipment.
- Finalize the Assignment of workshop rooms.
- Provide workshop leaders with list of delegates for their session.
- Design evaluation forms for Conference including: questions about format, topics and program; space for comments; space for suggestions for improvements; and Thank delegates for taking the time to fill them out.
- Check with Speakers to finalize travel arrangements, accommodations, and any media request for interviews.
- Any cheques required in advance of Conference Day can be processed by the NSTU Financial Officer leading up to the day.

## 10. Conference Follow-Up

Following Conference day, the Conference Committee should consider the following:

- Send thank you letters to speakers, exhibitors, and workshop leaders.
- Review and summarize Conference evaluations and prepare NSTU Report.
- Evaluate the event as a committee, make suggestions which can assist in planning next year's Conference.
- Update Conference committee record and pass records to the incoming Conference Chair.
- Send list of all Conference delegates (including name, home address, postal code and email address) to NSTU Central Office.
- Send updated list of Professional Association Executive Members to the NSTU Central office.



## XII. *Timelines for Conference Planning and Reporting, and Other Important Dates*

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### 1. Timelines for Conference Planning

#### October

- Start of planning process for next year's conference.

#### May

- 4<sup>th</sup> Friday in May, conference details (theme, location, keynote, fees, and contact person) to NSTU for publication in the June edition of *The Teacher*.

#### June

- Conference summaries appear in the June edition of *The Teacher*.
- 3<sup>rd</sup> Friday in June, complete conference program to NSTU for online conference registration.

#### August

- 4<sup>th</sup> Friday in August, final edits to online conference registration content.

#### September

- 1<sup>st</sup> week in September, Conference Posters delivered to educational sites.
- Conference summaries appear in the September edition of *The Teacher*.
- 3<sup>rd</sup> Monday in September, online conference registration open to NSTU Members.
- 4<sup>th</sup> Monday in September, online conference registration open to non-NSTU Members.
- 4<sup>th</sup> Friday in September, conference material for printing to NSTU.

#### October

- 2<sup>nd</sup> Friday in October, online conference registration is closed, no refunds after this date.
- 4<sup>th</sup> Friday in October is NSTU Professional Associations Conference Day.
  - Conference may not begin earlier than the Thursday evening prior to 4<sup>th</sup> Friday in October.
  - Conference may not end later than Saturday noon following the 4<sup>th</sup> Friday in October.
- Professional Associations' Annual General Meetings to be held during Conference Day.

### 2. Timelines for Required Reports

#### Annual General Meeting (Conference Day)

- President's Report
- Nominating Committee Report
- Conference Report (previous year's Conference)
- Draft Budget

#### Reports to NSTU (submitted to NSTU Central Office by December 1<sup>st</sup>)

- Minutes from AGM, President's Report, Conference Report, Budget approved at the AGM, and the names of the individuals with signing authority.
- List of Professional Association Executive approved at the AGM.
- Membership list for the Association.

### 3. Other Important Dates

#### November/December

- Professional Association Leaders Conference.
- Draft resolutions for Annual Council submitted to the Professional Association Coordinating Committee the Monday prior to Presidents' Conference.

#### May

- NSTU Annual Council, each Professional Association may send one Voting Delegate.













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