**Executive**

**Practices and Procedures**

**Prairie Spirit Teachers’ Association**

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**Additions to this Document**

This document can be adapted by a motion from the executive.

**Meetings**

The President or President-elect establishes the calendar for all meetings prior to July 1. Meetings will consist of a meal, will primarily be held 4:30 PM to 7:00 PM, and should try to occur on the same day of the week each month. All information discussed at Executive meetings is confidential and should not be shared unless otherwise specified. The President will provide a report of approved topics from the Executive meeting to all members.

**Gifts**

The PSTA will provide a gift for members elected for the first time to the Executive and/or the Standing Committees. The PSTA will provide a gift for members who have served on the Executive and will not be returning the following term.

Gifts we have handed out to other individuals include:

* $50 for the superannuation/retirement of Division Office Senior Staff
* $100.00 in memory of any PSSD board member or active member of the PSTA who dies while active in the Prairie Spirit School Division
* Gift certificates for admin associates and janitorial staff of facilities we have used regularly.

**Meeting Packages**

Packages will be sent out prior to the actual meeting. Packages will be posted on the portal. Individuals print out their own packages for the meeting. Copies of late items, or for discussion may be handed out at the meeting (must also be emailed to President).

**Minutes**

As per PSTA Policies and Guidelines, the President has initial approval of all minutes of the Representative Assembly and executive meetings. Minutes are sent out to respective members as part of the next meeting package. [Pending approval of change to Policies & Guidelines section 3.5.10 by Representative Assembly].

 Amendments are asked for at the next regularly scheduled meeting and are formally approved.

Once minutes have been approved by the appropriate body, they are posted on the applicable portal in PDF file format.

**Photocopying**

The PSTA may use the office equipment in the division office. A record of copies is sent to the Director of Education in order for the PSTA to be invoiced for the copy use.

**Portals**

The PSTA has a portal for the Executive, General Assembly Planning Committee, and School Staff Liaisons. The Superintendent in charge of PSSD technology, the PSSD technical support assigned to Division Office and the PSTA President have administration control. The president monitors / updates all material and permissions.

**Representative Assembly**

Executive members should attend these meetings to connect with school staff liaisons.

Executive members should wear a name tag to identify their name and position.

Time should be provided for STF Councillors to meet with their assigned school staff liaisons.

**Technology Renewal**

The PSTA supplies a notebook computer for the following positions;

1. President (purchased Sept 2016. Due 2020)
2. Secretary (purchased May 2018. Due 2022)
3. Treasurer (purchased May 2018. Due 2022)

These three positions rely on technology to perform their position. To facilitate technology renewal, the PSTA will do the following:

1. When a person leaves one of the listed positions, they will have the opportunity to purchase the notebook computer. The PSTA will ask PSSD Technology department to determine the resale value of the notebook computer being used. The person may purchase the laptop for the sale price. A new notebook computer will be purchased for the new person assuming the position.
2. If the person does not wish to purchase the computer, the PSTA may offer the computer for sale to individuals in this order: executive, representative assembly, general membership, and public.
3. All files related to the operation of the PSTA will be transferred from the old computer system to the new computer system. The old computer will be reformatted once files have been transferred.
4. If a person remains in a position for more than 4 years, the process outlined above will be used. It is recommended that equipment renewal be based on a 4 year cycle.

**Website**

Clint Reddekopp (2007) and Joe Hickson (2016) currently have administration approval as well as the President. The president maintains the website for the association.

**Recording Absences Related to Association Business**

PSSD requires teachers ~~have d-codes~~ to record their absences in the SRB system and, when required, to arrange for a substitute teacher to be away from their assigned position. Members attending an STF committee or forum record their own absence in the SRB system using the appropriate event option. The President will notify HR via the appointed HR Admin. Assistant of an upcoming STF or PSTA event including date(s), name(s), and schools of PSTA members attending. If the President requires a leave day as per the local contract or provincial contract (ex., accumulated sick leave day), the President will record the absence in SRB and then notify the PSTA Vice President. The Vice President will fulfill the role of acknowledging the leave in SRB. The President will notify PSSD annually in August or sooner if necessary of the PSTA member serving in the office of Vice President.

**Superannuates**

All superannuates shall be invited to participate in the joint PSSD/PSTA retirement celebration and receive the specified gifts. This applies to members that are active or on leave.

When possible, hotels will be booked one year in advance.

If PSSD opts out of joint hosting of a teacher retirement celebration in a given year, the PSTA will host a teacher retirement celebration with the budget allocated in the currently approved budget. The details of superannuation celebrations will be determined by a Superannuation subcommittee approved by the Executive.

**Committee Budget Guidelines**

Each committee receives ~~a~~ an approved budget allotment in each year’s budget. Committees must adhere to their budget allotment with unapproved overages not to exceed 5% of the total approved committee budget. For example a budget of $1000 cannot exceed $1050.00. If a committee exceeds the original allotment, the Executive Committee will request a financial report and must approve the overage up to 5%. It is the chair’s responsibility to track and report financial activity. It is recommended that committee Chairs report the financial activity of their respective committee monthly as part of their report to the Executive. These financial details should also be reported at each Representative Assembly.

Committees may make a motion to the Executive for additional funds to be allocated from any existing unrestricted surplus or from the Reserve to their currently approved budget. Such requests must be accompanied by a detailed accounting of the proposed use for the additional funds. The Executive has the sole authority to approve increases to committee budgets after the approval of the yearly budget by the General Assembly.

Committees should save all receipts and invoices. These should be submitted for payment using the PSTA expense form.

Committees should try to ensure the following practices:

* Written quotes
* Written invoices
* Contracts with amount and conditions specified

Committees are welcome to pursue additional revenue sources upon approval by the Executive. All applications must be approved by the Executive.

The process for determining the budget begins in December and January. Committees should consider previous practice as well as current needs in determining a budget request.

This annual cycle is provided for the convenience of the Executive and Standing Committees. Changes may be made without Executive approval as needed to reflect the activities of the PSTA

**President’s Reminders**

The following reminders and tasks are meant to provide the President with an outline of tasks necessary for the efficient management of the local association. When necessary, the President has the discretion to alter, delete, and/or add to these tasks as necessary to sustain the efficient management of the association. Any significant changes to procedures, however, should be shared with the Executive along with an thorough explanation for the need for such changes.

* Meet with Director of Education or designate to discuss emerging issues and items of interest. The current practice as of 2016 is to meet at least monthly with the HR Superintendents via a LINC Implementation meeting to raise issues and items of interest. Currently, the President, the LINC Chair (or designate) and another LINC member attend these meetings. It is advised that another PSTA member should accompany the President to these meetings. The PSTA President may meet with the Director or the Director’s designate outside of the LINC Implementation meetings as required. All of the information shared in these meetings except that which is confidential and sensitive should be shared with the Executive via the President’s monthly report to the Executive.
* The President chairs liaison committee. This role may be delegated to the Councillor Chair. The PSTA co-chairs Liaison with the PSSD Board Chair. Liaison meets at least twice per year when possible. The PSTA and the PSSD will alternate hosting Liaison. Hosting consists of booking the accommodations and arranging for supper. The hosts of Liaison will bear the cost of that particular Liaison.
* The President sits on PSSD Adult Learning Advisory Committee.
* The President sits with LINC on the PS LINC team
* Executive must meet a minimum of 7 times per year
* Representative Assembly must meet a minimum of 3 times per year [pending approval by the STF of the constitutional amendment approved by the General Assembly August 2016].
* The President will compile Fast Fact Sheets to be distributed to School Staff Liaisons once per month or as necessary.
* Publish ONE VOICE (Communications Committee). Send out to all members. Post on website. ONE VOICE may be substituted with any social media platform upon approval of the Executive. (Current practice is for Communications to maintain a Facebook page for PSTA).
* The President sits as a standing member of all committees
* First contact for the PSSD is the HR Superintendent.
* Send out meeting packages at least 2 days prior to meeting when possible.
* Fifteen days of Executive Release time are currently available to be used for Executive and Standing Committee members to attend meetings that occur during the school day. Allocation of these days is at the discretion of the President. Alternatively, Executive and Standing Committee members may request access to Executive Release through the Executive by presenting their request to the Executive.
* Whenever possible, PSTA meetings will not be scheduled on protected Mondays.
* The PSTA domain name was renewed in 2016. The domain expires May 30, 2024. Renewal of the PSTA domain should occur in the 2022-2023 school year. The domain was originally purchased through Clint Reddekopp, Superintendent of technology, in 2005.

**WEEKLY TASKS**

* Update PSTA website
* Update Executive Portal
* Update School Staff Liaison Portal
* Meet with Vice President. Meetings such as Executive, Rep Assembly, etc. are included as meetings with the Vice President.
* Back up president computer
* Ensure all incoming association emails have been read and an appropriate response sent.
* Log all contacts (emails, phone calls, correspondence, and meetings) in the Contacts database. Include all pertinent info to the items discussed including nature and mode of response. Emails associated with these contacts will be filed electronically in the Contacts folder at the President’s discretion when it is deemed documentation of such contacts may be required in the future.

**MONTHLY TASKS**

**July**

* Connect with Vice President to prepare New Teacher Orientation including review of local contract and Induction ceremony.
* Assist with General Assembly planning.
* Book rooms for all PSTA meetings

**August**

* Since 2013, PSTA has provided its own teacher orientation and induction. The Executive should determine when and where the ceremony/celebration will occur. With input from the Executive, the President and Vice President have the discretion to determine the specifics of this event.
* Letter indicating PSTA fee amount to be deducted sent to the Superintendent of Finance by August 31. (FOR 2017-18 MUST BE DONE IN AUGUST AFTER THE GENERAL ASSEMBLY)
* Ensure that the letter inviting substitutes to become members has been updated and distributed.
* Attend General Assembly. Prepare Greetings, State of the Association Address. In conjunction with the Treasurer, prepare Budget Approval presentation.
* Prepare Executive meeting package for September

**September**

* Prepare Representative Assembly meeting package
* Meet with HR Superintendent for LINC Implementation meeting.
* President meets with each committee to review mandate, budget, goals, expectations
* President visits each school staff location. Scheduling may require school visits to be ongoing throughout the year. Whenever possible, the President should attempt to visit each school twice a year.
* Attend STF President’s Day
* Attend LINC Symposium
* Contact the STF to request STF President’s attendance at Induction.
* Representative Assembly should contain a training portion for new SSLs. This may be done in conjunction with any SSL forum offered by the STF.
* meeting with Director of Education. This is at the discretion of the division. It is considered prudent to continue at least to try to meet regularly with the Director.
* Executive sets election dates for winter/spring
* Executive appoints returning officer
* Executive appoints a social committee chair and committee
* Meet with Education Bursary Committee to set criteria for upcoming year (LINC Chair usually schedules this meeting).
* In consultation with PSSD and LINC Chair, update Education Bursary application forms and post to web site.
* Process Education Bursaries as needed.
* Update Executive and School Staff Liaisons directories including contact information. Send updated directories to Treasurer and Councillors.
* Prepare Executive meeting package for October

**October**

* Arrange STF Certificates and pins for new STF members. Arrange PSTA Certificates for new PSTA members. Ask HR for list of names.
* Meet with HR Superintendent for LINC Implementation meeting.
	+ Determine criteria for Directed Education Leave.
* In consultation with the LINC Implementation committee, update Directed Education Leave application forms and send out to teachers.
* President meets with each committee to review mandate, budget, goals, expectations
* Attend STF Special Meeting of Council (Fall Council)
* If possible, meet with Director of Education
* Process Education Bursaries as needed.
* Prepare Executive meeting package for November

**November**

* Prepare Representative Assembly meeting package
* Deadline for Education Bursaries applications is usually around November 1st.
* Prepare information for Education Bursary adjudication
* Meet with HR Superintendent for LINC Implementation meeting.
	+ Adjudicate Education Bursary applications (this may occur at a separate meeting)
* If possible, meet with Director of Education
* Notify Education Bursaries recipients.
* Prepare Executive meeting package for December

**December**

* Meet with HR Superintendent for LINC Implementation meeting.
* Plan Executive Social
* If possible, meet with Director of Education
* Contact PSSD regarding calendar development process
* Check with HR (Brenda Quirt) about any early retirement declarations to begin contacting superannuates.
* Process any superannuate gift/celebration reimbursement forms and cheques.
* Prepare Executive meeting package for January

**January**

* Prepare Representative Assembly meeting package
* Budget submission process reviewed by Treasurer and President
* Meet with HR Superintendent for LINC Implementation meeting.
* Budget submissions begin NOTE: This is the earliest that budget submissions might begin. Depending on the date of the General Assembly (as determined by the PSSD calendar development process), budget submissions may occur later than January.
* Budget proposal drafted NOTE: see above re: budge submissions.
* Nominations open for Executive and President NOTE: The timing of elections is also influenced by PSSD calendar development and the placement of the General Assembly on the calendar. This date is the earliest that nominations would open for Executive and President positions.
* Deadline for resolutions to be considered by the PSTA for the STF
* Representative Assembly approves resolutions to be submitted by the PSTA to the STF
* Meet with Superintendent of Human Resources and/or Director of Education to determine any changes in staffing process
* If possible, meet with Director of Education
* Budget submission deadline near end of month
* Meet with Treasurer to complete January financials and cheque run.
* Check with HR (Brenda Quirt) about any retirement declarations to begin contacting superannuates.
* Process any superannuate gift/celebration reimbursement forms and cheques.
* Prepare Executive meeting package for February

**February**

* Meet with HR Superintendent for LINC Implementation meeting.
* Election of President by the PSTA membership (if it is an election year).
* Connect with PSTA representative on the PSSD Calendar Development committee regarding the school year calendar development process. Ensure provisions have been made for teachers to vote on their preferred calendar.
* If possible, meet with Director of Education
* Check with HR (Brenda Quirt) about any retirement declarations to begin contacting superannuates.
* Process any superannuate gift/celebration reimbursement forms and cheques.
* Prepare Executive meeting package for March

**March**

* Prepare Representative Assembly meeting package
* Meet with HR Superintendent for LINC Implementation meeting.
* Budget proposal drafted
* If possible, meet with Director of Education
* Check with HR (Brenda Quirt) about any retirement declarations to begin contacting superannuates.
* Process any superannuate gift/celebration reimbursement forms and cheques.
* Prepare Executive meeting package for April

**April**

* Meet with HR Superintendent for LINC Implementation meeting.
* Budget proposal draft approved by the executive
* STF Spring Council
* If possible, meet with Director of Education
* Check with HR (Brenda Quirt) about any retirement declarations to begin contacting superannuates.
* Process any superannuate gift/celebration reimbursement forms and cheques.
* Prepare Executive meeting package for May

**May**

* Prepare Representative Assembly meeting package
* Look into gifts for outgoing Executive (may not know who is leaving until after May elections)
* Contact new executive to invite to June Meeting
* Meet with HR Superintendent for LINC Implementation meeting.
* Budget proposal approved by the Representative Assembly
* Election of the Executive and standing committees by the Representative Assembly
* School Staff Liaison Appreciation Dinner in conjunction with May Representative Assembly. (SSLs will need to RRSP for caterer numbers).
* If a member of the division office is retiring/superannuating, ensure PSTA representative attends.
* If possible, meet with Director of Education
* Arrange meeting dates for the following year (You may not be able to do this until July – Contact Annabeth Delorme at STF).
* Check with HR (Brenda Quirt) about any retirement declarations to begin contacting superannuates.
* Process any superannuate gift/celebration reimbursement forms and cheques.
* Notify PSSD (via HR Superintendent – Bob Bayles) of the amount of President’s release time granted for the coming school year.
* Prepare Executive meeting package for June

**June**

* Arrange for STF Superannuate gifts. (Contact STF; provide them with a list of superannuates and request gifts). Arrange for delivery (via division run, mail, etc.) to superannuates either in schools or through mail.
* Meet with HR Superintendent for LINC Implementation meeting.
* Provide gifts to members of the Executive who are not serving in the next school year
* President selects treasurer and secretary. Ask Executive for approval
* Meeting of old and new executive
* Arrange with Director of Education a resigning of the Technology Services Agreement (annually) (Web Services Agreement)
* Attend Superannuation Celebration.
* Deliver greetings to superannuates (via email or letter).
* Arrange review of financial books with Treasurer to occur after June 30. It is prudent to have a full audit of the association’s financial books performed at least every five years. Results of the review or audit to be presented to Executive and the General Assembly
* All committees need to have the chair selected
* If possible, meet with Director of Education
* Arrange STF Councillor orientation for September meeting (agenda item for Sept meeting)(Contact STF SAS)
* Process any superannuate gift/celebration reimbursement forms and cheques.
* Arrange with tech department (PSSD) an update on PSTA email addresses:

psta@spiritsd.ca sent to secretary name

psta.linc@spiritsd.ca sent to (Chair)

psta.pd@spiritsd.ca sent to (Chair)

psta.stfcouncillor@spiritsd.ca sent to (Chair)

psta.communications@spiritsd.ca sent to (chair)

psta.vicepresident@spiritsd.ca sent to vice president name

psta.treasurer@spiritsd.ca sent to treasurer name

psta.president@spiritsd.ca sent to president name