

1.03 DUTIES OF THE HALIFAX COUNTY LOCAL PRESIDENT

The Halifax County Local President shall:

- i. act as the official spokesperson for the Local, on Local matters (this excludes bargaining unit issues);
- ii. oversee the business of the Local;
- iii. set agendas for Local Executive and General Meetings;
- iv. call for agenda items for Local Executive and General Meetings at least one week in advance of these meetings;
- v. preside at all Local Executive and General meetings (if the Local President is not available the Local First Vice-President or designate shall preside);
- vi. ensure that draft General Meeting minutes are sent to members in a timely fashion following each meeting;
- vii. be an ex-officio member of all Local Standing Committees;
- viii. be a member of the Halifax Regional Representative Council (HRRC) and Committees of the HRRC as assigned by the HRRC;
- ix. review the Local's Constitution and Operational Procedures with the Local Executive early in each school year;
- x. review NSTU Standing Orders regarding – Privacy – Member Data and Personal Information, Confidentiality, and Conflict of Interest – with the Local Executive early in each school year;
- xi. be the primary contact for the Local, responding to Local members' questions in a timely fashion;
- xii. perform such duties as directed by the Local and the Local Executive;
- xiii. report on the activities of the Local and its members in relation to Union affairs through regular communication;
- xiv. prepare a Year End Report to be presented at the Annual General Meeting of the Local;
- xv. oversee updates to the Membership Registry, assisting NSTU Representatives as needed;
- xvi. assist with updating of the NSTU Representatives database and provide to the Chair of the Equity and NSTU Representatives Committee, the Local Treasurer, and the Local Secretary;
- xvii. oversee coordination of the Annual Halifax County Local Awards;
- xviii. provide a minimum of two (2) training sessions annually for Halifax County Local Executive members as described in Leadership Training;
- xix. assist, in consultation with the Local Secretary, identifying schools not represented at Local General and Special Meetings and send information packets to those schools as necessary;
- xx. forward to NSTU Central Office the names and contact information for the Local Executive members for the upcoming school year immediately following the Annual General Meeting;
- xxi. coordinate and oversee, in consultation with the Local Vice-President – Nominating, the activities of the Local Delegation to Annual Council; and,
- xxii. carryout other duties as assigned by the Nova Scotia Teachers Union.