

This role is a member of the Halifax County Local Executive. Expenses are covered (travel, pet/child/eldercare) and there is a small honourarium for the volunteer.)

Paraphrased from our Operational Procedures (posted on our site for more information), the duties are as follows:

**Duties as related to the Local Executive**

- Conduct the business of the Local;
- Regularly attend meetings related to their role and perform duties as required;
- Present written reports to the Executive & the Local regarding their activities;
- Maintain a written record of their work and shall forward it to their successors;
- At the AGM, present an annual report based on their committee duties and goals;
- May be a member of the Halifax County Local Table Officers or the Halifax Regional Representative Council.

**11. DUTIES OF MEMBER-AT-LARGE – EQUITY & NSTU REPRESENTATIVES**

11.01 The Member-at-Large – Equity & NSTU Representatives shall

- i. chair the Equity & NSTU Representatives Committee;
- ii. liaise with the NSTU Equity Committee;
- iii. shall reserve meeting space for Local Council, General and other special meetings of the Local;
- iv. arrange for acquisition and awarding of prizes for Local Council and General meetings;
- v. coordinate attendance taking at Local Council, General and Special Meetings and ensure a copy is provided to the secretary for the minutes, the Nominating Committee Chair and the Treasurer;
- vi. set up information and be available for Local Representatives' questions at Local Council/General meetings;
- vii. oversee the coordination of the NSTU Representative Training Conference;
- viii. oversee the coordination of the Equity Committee Event(s).

**Meetings / Time Commitment**

- At least 6 Local Executive Meetings
- At least 6 Local Council / General Meetings
- Committee meetings as determined by the Chair & the committee
- Attend Annual Council
- Attend Pre-Council meeting

- Attend Executive Planning, traditionally 2-3 days in the summer time
- Attend NSTU Leadership Development Institute, traditionally 3 days in the summer