



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

Duties as related to Member-at-Large: Nominating

- Chair and oversee the duties of the Nominating Committee;
- Maintain an overview of the roles and responsibilities of each committee annually, prior to the committee selection process;
- Oversee Local elections and committee selection processes;
- Receive and collate expression of interest/nomination forms for Local elections/committees;
- Maintain a database of members holding Executive positions and participating on committees;
- Provide a written annual report, upon request of the President, prior to the Presidents' Conference.

Duties related to Nominating function:

- circulate notice of election for Local Executive positions to all NSTU Local Representatives at least three (3) weeks prior to the Annual General Meeting;
- Oversee the election of Local Executive positions, provide NSTU representatives with the results of the elections;
- Oversee the selection of Annual Council delegates;
- Establish guidelines for election of NSTU representatives;

- Administer the selection process for Local committee membership;
- Be familiar with Article X: Elections/Voting Privileges found in the Halifax County Local Constitution.

Meetings / Time Commitment

- At least 6 Local Executive Meetings, usually 4:30 – 8:00 pm. Supper is provided
- At least 6 Local Council / General Meetings, usually 6:00 pm – 9:00 pm on a Wednesday
- Committee meetings as determined by the Chair & the committee
- Attend Annual Council, traditionally in May
- Attend Pre-Council meeting, usually evening in April
- Attend Executive Planning, traditionally 2-3 days in the summer time
- Attend NSTU Leadership Development Institute, traditionally 3 days in the summer

Please feel free to contact the Local President, Grant Frost, if you have any questions about the role.

Please delete this page when you send in your form

CANDIDATE INFORMATION FORM

LOCAL EXECUTIVE
LARGE: NOMINATING

MEMBER-AT-

Term of office Nov. 1, 2020 – Jul. 31, 2022
Wednesday, Oct. 21 at the AGM)

(Election to take place on

Name:

Contact information: (W)

(H)

(C)

NSTU email:

Present school/site and assignment:

Do you attend meetings of your Local regularly? Yes () No ()

Comment:

Have you been a NSTU Representative? How long?

List below the NSTU Committees on which you have served, the offices you have held and for how long.

Local Level

Regional Level

Provincial Level

National Level

(Ex. Professional Association(s), Department of Education Committee(s), School Advisory Council, etc.)

(Initial) _____ I have read the Roles & Responsibilities of this position and commit to fulfill those duties.