



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.

Duties as related to Vice President - Communications

- Chair and oversee the duties of the Communications Committee;
- Report on the activities of the Local and its members in relation to union affairs;
- Web page maintenance and related social media;
- Be a representative on the Regional Communications Committee and possibly Chair the Regional Committee;
- Shall attend board meetings (or send designate);
- Determine annually the value of the production of desk calendars for each of the membership and coordinate if needed;
- Provide a written annual report, upon request of the President, prior to the President's Conference.

Duties as related to Chairing the Communications Committee

- set agenda and attend committee meetings and performing duties as required;
- promote teacher image through publicity of programs of Local interest;
- coordinate and maintain internal communications with members via newsletter/website/social media;
- ensure the circulation of information received from Local leaders and Local Committees to the general membership and other interested stakeholders;
- sponsor, coordinate, and host a variety of activities for Local members as directed by the Local Executive or planned by the Local or Regional Communications Committees;

- maintain and update a contact file of MLAs, MPs, municipal council members, school board members, and other persons with an interest in public education;
- communicate with MLAs in order to maintain an open line of dialogue between the Local and the government;

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
- Attend events as planned by the Communications Committee
- May be a member of the Halifax County Local Table Officers and/or the Halifax Regional Representative Council

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
COMMUNICATIONS**

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

VICE PRESIDENT -

(Election to take place Wednesday

Name:

Contact Phone Number:

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.