



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 Vice President Professional Development

- Chair the Local Professional Development Committee;
- Represent the Local Council on the HRSB-NSTU Article 60 Professional Development Committee.
- Receive and collate all applications for Local professional development conference funding, Curriculum Development Assistance Fund (CDAF) grants and other related professional development initiatives;
- Communicate with applicants regarding the status of their application;
- Arrange with treasurer all payments for professional development initiatives;
- Provide a written annual report, upon request of the President, prior to the President's Conference.

Duties as related to Chairing the PD Committee

- Set agenda and attend committee meetings and perform duties as required;
- Organize professional development activities, seminars, and workshops for the Local;
- Advise the Local Executive and Local Council regarding professional development issues;
- Liaise with the provincial NSTU Professional Development Committee;
- Offer recommendations to the Halifax Regional Representative Council members of the Halifax Regional School Board-Nova Scotia Teachers Union Article 60 Professional Development Committee with respect to guidelines that govern the administration of Article 60 Funding;
- Manage the Halifax County Local Professional Development fund, update guidelines.
- Maintain a database of members approved for professional development activities from the Local

funds;

- Maintain the professional development section of the Halifax County Local website as it pertains to professional development services, opportunities and successful applicants;
- Vetting applications for Local curriculum development assistance funding (CDAF) grants.

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
- Local Committee meetings as determined by the Chair & the committee
- Regional Article 60 PD Committee meetings at least once per month during school day, a substitute teacher provided
- Attend Annual Council, traditionally the long weekend in May (Friday – Sunday)
- 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
- May be member of Halifax County Local Table Officers and/or Halifax Regional Representative Council as well

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
PROFESSIONAL DEVELOPMENT**

VICE PRESIDENT OF

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

(Election to take place on Wednesday,

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.