



# Edmonton Public Teachers Local No. 37

## DUTIES OF SCHOOL REPRESENTATION

<b>PURPOSE OF COUNCIL OF SCHOOL REPRESENTATIVES (CSR)</b>	<p>The Council of School Representatives (CSR) is chosen from the teacher members of all district schools/locations, and meets seven (7) times during the school year.</p> <p>It shall be the duty of the Council of School representatives to:</p> <ol style="list-style-type: none"><li>1. act as the legislative body of the Local between General Assemblies;</li><li>2. deal with any business referred to it by the Executive Committee or by a General Assembly;</li><li>3. receive, consider and determine the disposition of all committee reports brought before it;</li><li>4. receive, consider and approve the annual budget of the Local;</li><li>5. ratify changes or amendments to convention fees;</li><li>6. ratify the audited financial statement of the Local.</li></ol>
<b>DUTIES OF SCHOOL REPRESENTATIVES TO CSR</b>	<p>It is the duty of school representatives to:</p> <ol style="list-style-type: none"><li>1. Attend meetings of the Council of School Representatives (CSR) or to ensure that a duly-elected alternate representative is in attendance.</li><li>2. Bring to the Council of School Representatives concerns raised by staff.</li><li>3. Ensure that members of staff are kept informed about current activities and matters of the ATA, at both the Local and the Provincial levels.</li><li>4. Inform or direct members of their staff to reliable sources of information about matters such as pension, group insurance benefits, grievance procedures, teachers' rights and responsibilities, Local and provincial policies and mechanisms for dealing with problems related to professional practice of professional relationships.</li><li>5. Serve a mentorship role by encouraging teachers who demonstrate a strong interest in an issue or an ability to articulate the concerns of their colleagues to become actively involved in the affairs of the Local.</li><li>6. Serve as the Returning Officer for the school/location and ensure that Local elections are conducted using the procedures established by the Executive Committee.</li></ol>
<b>DUTIES OF SCHOOL COMMUNICATIONS REPRESENTATIVES</b>	<p>The School Communication Representative shall:</p> <ol style="list-style-type: none"><li>1. Distribute communications received from the Local to fellow representatives and teachers.</li><li>2. Place an ATA item on the agenda of each staff meeting and use the opportunity to report on meetings of the Council of School Representatives and to discuss current issues or alternatively call an ATA meeting for members at the site.</li><li>3. Provide access to information on both Local and ATA websites.</li><li>4. Encourage a full complement of representatives from the school/location attends each Council of School Representatives meeting.</li></ol>