

District 24 Waterloo
**Elected Position Descriptions for District 24 Executive
(from the District 24 Constitution)
*If interested in one of these positions, ask your Bargaining Unit President for more details.***

**District President (one year term):**It shall be the duty of the District President:

* to call all meetings of the District Executive and all District General Meetings,
* to set the Agenda for all District Executive meetings, and District General meetings in consultation with the Bargaining Unit Presidents,
* to preside at all meetings of the District Executive and at all District General Meetings (except during the election process),
* to be ex officio, a member of all District 24 Standing Committees, sub-committees and joint District 24/Board Committees,
* to perform duties as directed by the District Executive,
* to call the first meeting of the District Executive no later than the end of September in any year,
* to call, or appoint the current chairperson to call, separate meetings of the District Standing Committees no later than the end of September in any year,
* to call a Special General Meeting at the written request of not less than fifteen per cent (15%) of the members of District 24,
* to maintain liaison with the Provincial Executive of OSSTF,
* to maintain liaison with the Bargaining Units in the District, and refer matters of concern to the appropriate Bargaining Units,
* to advise and assist Bargaining Unit officers, as requested,
* to ensure district liaison with the other affiliates of the Ontario Teachers Federation (OTF) in the Regional Municipality of Waterloo,
* to act as the, or to delegate a District Communication Officer and be responsible for authorizing the content or text of any District news or press release prior to its issue,
* to maintain liaison with the Waterloo Region Labour Council, and encourage participation of all Bargaining Units in this Council,
* to act as a signing authority for the District,
* to administer, under the direction of the Executive, District Excellence in Education programs,
* to disseminate all pertinent data to the District Executive and the Bargaining Units,
* to report to all regular District General Meetings,
* to co-ordinate the participation of District 24’s delegation in Provincial Assemblies with the assistance of other Provincial Councillors and all AMPA delegates.
* to oversee the consolidation of proposed amendments to the District Constitution and By-Laws, prior to the Annual General Meeting, and coordinate their distribution to the District’s bargaining units.
* to act as Facility Manager and Office Staff Supervisor.
* to receive and investigate Anti-Harassment complaints, and maintain a confidential file for the complaints and decisions.

**District Treasurer: (one year term)**It shall be the duty of the District Treasurer:

* to keep account of all District monies received and disbursed, in accordance with accepted accounting practices,
* to act as a signing authority for the payment of all District accounts,
* to oversee the deposit of all District monies received in a chartered bank, trust company, or credit union in an account or accounts in the name of District 24, OSSTF,
* to oversee the issue of receipts for all District monies received, to submit District accounts to the District Executive for approval, to pay all authorized accounts and to
* present annually to the general membership a detailed financial statement,
* to report to the District Executive at least semi-annually, outlining expenses to date for each budget line and the financial position of the District, including all District assets,
* to chair the District Finance Committee,
* to present the Annual District Budget at the Annual General Meeting for endorsement in principle,
* to oversee the submission of District financial reports to the Provincial Treasurer of OSSTF as requested,
* to oversee submission of requests and applications for rebates and allowances to the Provincial Treasurer for the financing of District activities,
* to present an audited financial statement to the general membership when such is provided by Provincial Office,
* the Past District Treasurer will be asked to finish the Financial Statement for his/her term of office and provide advice for the in-coming District Treasurer in the administration of the above duties.
* to collect and oversee the District Bargaining Unit budgets by the end of October in each fiscal year.

**District Secretary: (one year term)**

It shall be the duty of the District Secretary:

* to record the Minutes of all meetings of District Executive and all General Meetings,
* to perform other duties as assigned by the District Executive.