

INDIGENOUS EDUCATION COUNCIL (IEC) DUTIES OF OFFICERS



Executive Committee

The executive committee is comprised of the President, Past President, President-Elect, Treasurer, Secretary, Staff Advisor (appointed by the Alberta Teachers' Association), Provincial Executive Council liaison, Communication Director, Conference Director and the Regional Representatives.

The Past President shall:

- Provide advice and information to executive committee members. Be available to any member of the executive for consultation.
- Attend all meetings of the executive committee.
- Assist the treasurer in preparation and monitoring of all budgets.
- Arrange for periodic constitutional review.

The President shall:

- Provide provincial advocacy for the objects of the Council and Council's strategic directions.
- Be responsible for the effective functioning of the provincial executive committee and of standing and ad hoc committees, and be a member, ex-officio or otherwise, of all operating committees.
- Arrange for dates and locations of executive committee meetings.
- Call and chair all executive committee meetings and prepare agendas for each meeting.
- Preside over the annual general meeting and submit the written annual report at that time.
- Maintain constant liaison with ATA central office and the staff officer assigned to the **Indigenous Education Council** as the ATA representative.
- Arrange a meeting of the **old** and **new** executive following the annual general meeting for the purpose of orientation and transfer of records.
- Preside over table officers committee and ensure it is carrying out its functions.
- Act as official representative of the **Indigenous Education Council** to outside committees requiring representation.
- Attend ATA Specialist Council Seminar and meetings of ATA specialist council presidents.
- Be responsible for implementation of guidelines established by the general membership and the executive.
- With president-elect, encourage an active regional program.
- Maintain a liaison with the general membership.
- Complete and submit the annual report of Council activities on the form provided by the ATA.
- Be one of the signing officers of the Council. (Another signing officer may be designated by executive motion.)

- May be sponsored to attend one international or national conference. (Refer to Policy 5.3)
- Be responsible for proper submission of recommended resolutions to the ATA.

The President-Elect shall:

- Assume such duties and responsibilities as may be delegated by the president and assist the president as required, acting in that capacity when the president is absent.
- Attend all executive committee meetings.
- Attend at least one ATA Specialist Council Seminar (summer conference).
- Prepare and submit applications for special project grants offered by the ATA.
- Be a member of the budget committee.

The Secretary shall:

- Keep accurate minutes at each executive committee meeting and annual general meeting.
- Send a copy of the minutes to each member of the executive committee.
- Bring before table and/or executive officers committee all official communications.
- Prepare and send to ATA representatives such statements and reports as required.
- Prepare and send notices calling all regular or special table and/or executive officers' meetings.
- Dispose of all correspondence of the executive as directed.
- Send a copy of all outgoing correspondence to the president.
- Work closely with the president in the planning of various meetings.
- Keep a copy on file of the names, addresses and phone numbers of the provincial executive committee and forward a copy within two weeks of the annual general meeting to the ATA to be published in the Specialist Council Directory.
- Maintain a file of all correspondence.
- Assist president in preparing the annual report of Council activities by compiling required documents prior to the August deadline.
- Assist the president in preparing the written report for the annual general meeting.
- Archive records with ATA annually.

The Treasurer shall:

- Maintain a chequing account in the name of the Council.
- Keep accurate records of receipts and expenditures of the Council for both the current account and the Barnett House account.
- Prepare a financial statement for all council meetings and the annual general meeting.
- With the assistance of the budget committee and the ATA staff officer, prepare and present a proposed annual budget to the executive committee at the executive committee meeting before the annual general meeting.
- -Co-sign cheques as issued by the Council.
- Upon receipt of an expense account slip and receipts, reimburse council members for expenses incurred while working on authorized Council activities.
- Make other necessary disbursements of the funds of the Council on the approval of the table officers.

- Submit statements and reports to the ATA representative as required.
- Attend an annual training seminar for specialist council treasurers.
- Monitor and report on IEC conference(s) and professional development session finances to the executive committee.

The Communications Director shall:

- Attend IEC executive committee meetings at the provincial level.
- Be responsible for maintaining the website in coordination with the executive following the guidelines set out for publications.
- Prepare a written report for each executive committee meeting and the annual general meeting.
- Work closely with executive to publicize IEC conferences and professional development sessions.
- Advise Council and the Treasurer of payments and contact obligations in regards to the website.
- Report on Council events, including awards and professional development sessions.

The Conference Director shall:

- Facilitate the planning of the conference and professional development sessions.
- Provide ongoing financial statements pertaining to the conference to IEC treasurer as required.
- Attend all executive committee meetings.
- Attend specialist council seminar for conference directors.
- Appointment of Conference Director(s) are subject to approval of the Executive Committee.

The Membership/CASL Coordinator shall:

- Maintain a list of current members, including job title and contact information to ensure members receive information in a timely manner.
- Serve as an information resource for members.
- Assist the Webmaster to communicate with members to, share ideas and collaborate.
- Develop strategies to recruit new members.
- Monitor and implement the goals established in the strategic plan related to membership and mentorship.
- Attend and provide a written report to IEC provincial executive meetings.

The Regional Representatives (Treaty 6, 7 & 8) shall:

- *Attend IEC executive committee meetings as the representative of the regional council, or designate someone to do so.*
- *At IEC executive committee meetings, submit copies of a written report on regional activities.*
- *Be responsible for the effective functioning of the regional executive committee and the implementation of the program.*
- *A written report in the format of Appendix A must be submitted to the IEC president prior to the AGM as requested.*