

ETFO – Toronto Occasional Teachers Executive Position Descriptions

President

- Full-time LTO release position at grid rate from September through June
- Works out of a central office
- Is paid to attend all Executive Meetings of the Local as a voting member
- Ex-officio member of all committees, including the Collective Bargaining Committee
- Official spokesperson for the Local
- Communicates with the membership through newsletters and the Local website
- Local signing officer
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Co-chairs Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- Represents Local at ETFO Representative Council

First Vice President

- Full-time LTO release position at grid rate from September through June
- Works out of a central office
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend ETFO Representative Council
- Attends and/or chairs committee meetings
- Assumes duties of President as necessary

Second Vice-President

- Full-time LTO release position at grid rate from September through June
- Works out of a central office
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings

- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend ETFO Representative Council
- Attends and/or chairs committee meetings

Treasurer

- A minimum LTO release position of 0.2 at grid rate from September through June
- Works out of a central office
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Conducts Local's banking as a signing officer
- Presents financial report at all Local meetings
- Prepares and oversees the annual budget of the Local
- Assists with the annual financial review of the Local's budget by an accounting firm
- Attends ETFO Annual Meeting in August

Secretary

- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends and/or chairs committee meetings
- Attends ETFO Annual Meeting in August
- Is paid to prepare minutes for Executive and General Meetings and emails an electronic copy to the Executive

Executive Member

- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends and/or chairs committee meetings



Nomination Form

for Positions on the 2021 – 2022

ETFO - Toronto Occasional Teachers' Local Executive

*President
*First Vice-President
Second Vice-President

*Treasurer
Secretary
Executive Member (7)

Nomination for the position of _____

**Name of person nominated _____

**TDSB employee number: _____ Non-Board email address: _____
(For confirmation of receipt of nomination)

This nomination form must be received by **4:00 p.m. on Wednesday, March 24, 2021.**

It must be sent by **email or by mail to the Elections Officer.** (see email address and mailing address below). An **8.5x11** candidate profile, in PDF format, for posting on the Local website and inclusion in the executive election voting process, may be emailed to the Elections Officer by **4:00 p.m. on Thursday, April 8, 2021.**

Members may run for up to two (2) positions. Votes will be counted in the order of President, First Vice-President, Second Vice-President, Treasurer, Secretary and Executive Member.

A separate nomination form for each position must be submitted if running for two (2) positions.

- * Candidates running for the positions of President, First Vice-President and Treasurer must have served at least one year on the ETFO-Toronto Occasional Teachers' Local Executive as per 9.1.2. of the Local's Constitution.
- ** All candidates must be on the TDSB Elementary Occasional Teachers List, and must be an active member. [a member who has paid dues to the Local within the last one hundred and twenty (120) working days preceding the nomination deadline as per 4.1.1. a) of the Local's Constitution]

Please email a completed nomination form to: **ybdacy@ett.on.ca**

or

mail a completed nomination form to:

**Toronto O.T. Elections Officer,
P.O. Box 10030
7-1735 Kipling Ave. Building A
Toronto, ON, M9R 4E2**

The Elections Officer will contact you by email within three (3) school days of receiving your nomination to confirm receipt of this form and provide you with the Candidate Guidelines. If you have not received this email within three (3) school days of submitting your nomination form, please check your Junk or Spam email folder or email the Elections Officer directly.

PLEASE NOTE: All inquiries about the Election process or the nomination form must be emailed to the Elections Officer only.