

Regina Public School Teachers' Association

7.1 Executive Roles, Responsibilities and Code of Conduct

Area: 7 - Officers, 9 - Removal from Office

Status: Approved

Approving body: Assembly

Date of Approval: [May 2nd, 2022 \(Assembly\)](#)

Resources:

Beliefs:

The RPSTA believes that following the STF Professional Code is critical and that the code should be considered when applying this policy.

The RPSTA believes that the Executive Council has responsibility for overall day to day operations of the association.

The RPSTA believes that defining roles is important and provides operational consistency and accountability.

The RPSTA believes that decision making should be collaborative and collective amongst the members of the Executive Council.

The RPSTA believes that the governing body of the Association must maintain a high level of ethical, moral and legal conduct in carrying out its duties.

Principles:

- Executive Council members should review their responsibilities at least annually to ensure they are fulfilling the roles expected of their position.
- Failure to complete the duties assigned in this document would constitute grounds for the Assembly to sanction a member of the Executive Council.

7.1 Procedures:

In the event of a discrepancy between this policy, existing STF Bylaws & Policies, and the RPSTA constitution, STF Bylaws and Policies and then the RPSTA constitution shall supersede this policy.

While creating a comprehensive list of all duties associated with these positions would be impractical, what follows are general guidelines for members who hold these positions.

Executive Council Collective Roles

- 7.1.1. The Executive Council is collectively responsible for the following:

- 1.1. Managing the Executive Council by:
 - 1.1.a. Maintaining an Executive Council membership of between 8 and 12 members (as per RPSTA Constitution)
 - 1.1.b. Establishing dates for regular meetings of the Executive Council, Assembly and other joint meetings as required (ie: REMAC, other committees established by LOU & LINC)
- 1.2. Managing the day to day operations of the RPSTA by:
 - 1.2.a. Providing oversight on and contributing to the operations of the RPSTA (ie: Ensuring campaigns and actions are effective, developing the budget, etc.)
 - 1.2.b. Maintaining the financial integrity and reporting of the organization, with support from the President, VP and/or Treasurer
 - 1.2.c. Developing, implementing and monitoring the strategic plan of the organization
 - 1.2.d. Acting transparently and appropriately managing conflicts of interest
 - 1.2.e. Appointing and overseeing the Treasurer for the organization
 - 1.2.f. Providing operational feedback to the President
- 1.3. Managing Committees by:
 - 1.3.a. Appointing the Chairs of Standing and Ad-hoc Committees
 - 1.3.b. Establishing and staffing Ad-hoc Committees
 - 1.3.c. Adequately staffing (ie: by chairing, being a member or recruiting) Committees that are required by STF Bylaw
 - 1.3.d. Supporting the good function of the Locally Implemented Negotiation Committee (LINC)
- 1.4. Supporting Assembly by;
 - 1.4.a. Providing a chair for Assembly (in absence of an Assembly-appointed Chair)
 - 1.4.b. Soliciting feedback and guidance from members
- 1.5. Delegating certain operational tasks to the President and/or other Executive Council members and gaining reasonable assurance that they are being completed

Specific Roles of Executive Committee

- 7.1.2. The President of the RPSTA (or designate) is responsible for;
 - 2.1. Creating and maintaining the agendas, minutes and supporting documentation for the Executive Council and Assembly
 - 2.2. Complying with STF Policy and best practices regarding the collection and preservation of records (ie: discussion notes, other materials, etc.)
 - 2.3. Maintaining the Policy Manual of the RPSTA
 - 2.4. Performing day-to-day financial transactions on behalf of the RPSTA,
 - 2.5. Maintaining in good order the physical facilities that house the RPSTA
 - 2.6. Acting as a point of contact for all members in need of support
 - 2.7. Responding to member inquiries

- 2.8. Bringing issues of concern to the attention of the relevant members of Division staff, Executive Council or Committees
 - 2.9. When designated, representing the RPSTA on behalf of members to media or outside groups
 - 2.10. Being a signing officer for the RPSTA
 - 2.11. Duties as assigned by the STF
 - 2.12. Other duties as they arise or are assigned by the Executive Council
- 7.1.3. The Vice-President of the RPSTA (or designate) is responsible for;
- 3.1. Supporting the President of the RPSTA by performing duties as requested
 - 3.2. Taking the role of Acting-President of the RPSTA when the sitting President is otherwise unavailable
 - 3.3. Take the role of Assembly Chair when no candidate has been appointed by Assembly
 - 3.4. Being a signing officer for the RPSTA
 - 3.5. Duties as assigned by the STF
 - 3.6. Other duties as they arise or are assigned by the Executive Committee
- 7.1.4. The Treasurer of the RPSTA (or designate) is responsible for:
- 4.1. Reporting on day-to-day financial transactions made on behalf of the RPSTA, to the Executive
 - 4.2. Supporting the annual financial review
 - 4.3. Communicating with the Bookkeeper
 - 4.4. Becoming familiar with the financial oversight tools used by the RPSTA
 - 4.5. Other duties as they arise or are assigned by the Executive Council
- 7.1.5. The Secretary of the RPSTA (or designate) is responsible for:
- 5.1. Duties as described in the constitution
- 7.1.6. The Local Implementation and Negotiation Committee (LINC) chair is responsible for:
- 6.1. Duties as described in the constitution

General Role of Executive Councillors

- 7.1.7. Executive Councillors are assigned different roles depending on the committees and other responsibilities they take on. In general, Executives act as the Officers of the RPSTA and they shall:
- 7.1. Arrive prepared for all meetings (ie: reading materials, asking for additional information as necessary, etc.).
 - 7.2. Ensuring they listen actively and respectfully while participating in discussions and decision making
 - 7.3. Participating in generative thinking and being open to different points of view

- 7.4. Seek to develop consensus and solidarity amongst the membership.
- 7.5. Contribute productively to the work of the Executive Council
- 7.6. When designated, represent the perspectives of the RPSTA on behalf of members to the division, media or outside groups.
- 7.7. Seek to become informed of issues that affect members and bring to the attention of the appropriate Executive Council Members or Committees
- 7.8. Seek to engage members in the activities of the RPSTA, include members in RPSTA decision making, and empower members to self-advocate professionally
- 7.9. Complete their fiduciary duty to the organization by doing the work necessary to be reasonably sure that the organization and its finances are being well-managed.
- 7.10. Become familiar with STF and RPSTA Constitution, Bylaws, and Policies
- 7.11. Become familiar STF and RPSTA benefits and practices to support member access to those benefits

Executive Councillor Code of Conduct

- 7.1.8. Executive Councillors shall, in discharging the duties of the office:
 - 8.1. Ensure by their actions that all members can participate in the RPSTA without fear of harassment, intimidation or discrimination
 - 8.2. Act honestly and in good faith;
 - 8.3. Exercise a degree of care, skill and diligence;
 - 8.4. Employ knowledge in a judicious way;
 - 8.5. Put the Association and its members interests ahead of their own;
 - 8.6. Act in the best interest of the entire membership.
- 7.1.9. Executive Councillors will support and model leadership that embodies social justice, inclusion and equity, respectful relationships, professional responsibility and stewardship by:
 - 9.1. Sharing leadership and responsibility for decision making;
 - 9.2. Maintaining confidentiality of privileged information used to carry out the duties of office;
 - 9.3. Avoiding any actual or perceived conflicts of interest;
 - 9.4. Avoiding any undue influence from any individual or group outside the organization;
- 7.1.10. Executive Councillors are expected to deliberate with many voices but govern with one voice. This means that Executive Councillors will support the democratically-made decisions of the Executive Council.
- 7.1.11. Executive Councillors are bound by the Disciplinary Codes of the STF and are expected to support the aims and goals of the STF.
- 7.1.12. Executive Councillors are expected to exercise due diligence in attendance of regular meetings.

Non-Compliance

7.1.13. In the event that a member of the Executive Council is in breach of policy, they may be subject to discipline as described in Article 9 of the RPSTA constitution