

Louis Riel Teachers' Association

Executive Job Descriptions

(Use the links below to move directly to a specific job description)

LRTA Bylaw Reference:

Part 8 – Executive

8.1 The Members of the Executive shall consist of the following:

- (a) [President](#);
- (b) [Vice-President: Collective Bargaining](#);
- (c) [Vice-President: Professional Development](#);
- (d) [Secretary Treasurer](#);
- (e) [Resolutions and Nominations Chairperson](#);
- (f) Committee Chairpersons of the Standing Committees;
 - a. [Public Relations Chairperson](#)
 - b. [Social Chairperson](#)
 - c. [Employee Benefits Chairperson](#)
 - d. [Equity and Social Justice Chairperson](#)
 - e. [Éducatrices et Éducateurs Francophones du Manitoba Chairperson](#)
 - f. [Indigenous Education Chairperson](#)
- (g) [Three \(3\) Members-at-large](#); and
- (h) [Representative of the Louis Riel Association of School Administrators \(LRASA\)](#).

8.2 The duties of the Members of the Executive shall include the following:

- (a) All Members of the Executive shall:
 - (i) attend relevant seminars and events;
 - (ii) keep all appropriate files and records and pass them on to his/her successor;
 - (iii) write a summative report for the Annual General Assembly; and
 - (iv) undertake additional duties and responsibilities as required.

President

LRTA Constitution:

8.10 The Members of the Executive must include the following positions:

- (a) A President of the Local, who shall be the representative and official spokesperson for the Local in its affairs, and shall perform such duties as may be assigned by the Executive and the Bylaws and Policies of the Local;

LRTA Bylaw 8.2:

- (b) The President is the representative of the Local and shall:
 - (i) communicate on behalf of the Local;
 - (ii) call, prepare agendas and preside over Executive meetings, Council meetings, and General Assembly Meetings, or identify a designate to do so;
 - (iii) be an ex-officio member of all Standing Committees and *ad hoc* committees of the Local;
 - (iv) be a Table Officer;
 - (v) be a signing officer for the Local;
 - (vi) supervise staff hired by the Local;
 - (vii) ensure that an accurate record of attendance and proceedings of Executive meetings, Council meetings, and General Assembly Meetings be kept in accordance with the Policies of the Local;
 - (viii) authorize the expenditures of the Local excluding those of the President;
 - (ix) be co-chair of the Divisional Workplace Safety and Health Committee; and
 - (x) perform such duties as the Executive, Council or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 4.7, 5.3, 5.5, 9, 12.2, 12.4, 13.4

Relevant LRTA Policies: B-1, B-3, C-1, C-5

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting—MTS and Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. LRTA Table Officer Meetings
7. LRTA-LRSD Liaison Meetings—once per month
8. LRTA-LRASA Liaison Meetings—once per month
9. LRSD Board Meetings—twice per month
10. LRSD Budget Meetings—February/March

11. MTS Presidents' Council—October, January, April
12. MTS Provincial Executive Meetings
13. MTS Summer Seminars
14. LRSD Workplace Safety and Health Committee—4 times per year
15. MTS WSH Seminar—twice per year
16. PPDF Committee Meetings
17. Metro Presidents' Meetings—monthly
18. MTS Provincial Bargaining Seminars
19. LRTA Maternity/Parental Leave Seminars
20. New Member Celebration
21. New Council Rep Orientation
22. LRTA Executive Retreat
23. LRTA Retirement Function
24. LRTA Appreciation Dinner
25. LRSD Retirement Reception
26. LRASA Retirement Reception

B. Hosting/Preparing events:

1. New Member Celebration
2. New Council Rep Orientation
3. Executive Retreat
4. LRTA Retirement Celebration—June
5. LRTA Appreciation Dinner—Late April

C. Duties and responsibilities:

General

1. Deal with Member concerns
2. Liaise with Divisional Senior Leadership Team
3. Liaise with MTS Staff Officers
4. Member of all LRTA committees
5. Co-chair LRSD WSH Committee and participate in Serious Incident Investigations
6. Spokesperson for all Association matters

Office Responsibilities

1. Signing authority on accounts, including Operations and PPDF
2. Table Officer—review budget, LRTA discussions
3. Writing articles for Rielity Check and other publications
4. Proofing and reviewing all materials in Office (shared responsibility)
5. Oversee LRTA Social Media accounts

D. Information to share with LRTA Members:

1. Provide reports to Executive and Council

Vice President, Collective Bargaining

LRTA Bylaw 8.2:

- (c) The Vice-Presidents shall:
- (i) assume the duties of the President in the absence of the President, in accordance with the Policy of the Local;
 - (ii) be a Table Officer;
 - (iii) be a signing officer for the Local and authorize expenditures of the President; and
 - (iv) perform such duties as the President, Executive, Council or Membership shall assign.
- (d) The Vice-President: Collective Bargaining, in addition to the duties set out at article 8.2(c), shall establish and chair the Collective Bargaining Committee and perform such detailed duties as set out in the Policies of the Local.

Other relevant Bylaw sections: 4.1, 4.4, 4.7, 9, 13.4

Relevant LRTA Policies: C-2, C-5

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting—MTS and Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Bargaining Seminars
 - a. Summer Seminar—late August
 - b. Fall Seminar—first week of October
 - c. Spring Seminar—mid March
 - d. Provincial Bargaining meetings—as needed
6. Manitoba Federation of Labour Convention—when scheduled
7. Metro Bargainers Meetings—no set schedule
8. LRTA Table Officer Meetings
9. LRTA-LRSD Liaison Meetings—once per month
10. LRTA-LRASA Liaison Meetings—once per month
11. LRSD Board Meetings—once per month
12. LRSD Budget Meetings—February/March
13. MTS Education Finance Meetings
14. LRTA Resolutions and Nominations Committee
15. LRTA Wellness Grant Committee

16. New Member Celebration
17. New Council Rep Orientation
18. LRTA Executive Retreat
19. LRTA Retirement Function
20. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. New Member Celebration
2. New Council Rep Orientation
3. Executive Retreat planning
4. Assist with planning/present at Retirement Celebration
5. LRTA Appreciation Dinner—Late April

C. Duties and responsibilities:

Collective Bargaining

1. Chair local Collective Bargaining Committee
2. Negotiate Memorandums of Agreement with Division
3. Complete local workload surveys
4. Assist with completion of MTS bargaining surveys
5. Interpretation of Collective Agreement language and clarifying as necessary with Division
6. Monitor compliance with Collective Agreement and issues raised by members
7. Monitor and file LRSD job postings
8. Review LRSD Financial Statements (FRAME, budget, audited statements) and provide to MTS Staff
9. Be familiar with relevant legislation, including Public Schools Act, Educational Administration Act, Labour Relations Act

Office Responsibilities

1. Creating Council Highlights
2. Contract for Administrative Assistant, including calculation of pay and creation of T4
3. Signing authority on accounts, including PPDF
4. Table Officer—review budget, LRTA discussions
5. Writing articles for Rielity Check and other publications
6. Oversee Constitution, Bylaws, Policies for LRTA
7. Oversee New Member Celebration materials
8. Proofing and reviewing all materials in Office (shared responsibility)

Member Outreach

1. Assist members accessing information
 - a. Benefits
 - b. Pensions/retirement

- c. Leave provisions in Collective Agreement
- 2. Organize New Member Celebration
- 3. Organize New Council Representative Orientation
- 4. Organize Executive Retreat/Professional Learning
- 5. Organize Worksite visits
- 6. Oversee LRTA website and liaise with provider for updates as needed
- 7. Support Committee Chairs with implementation of events

D. Information to share with LRTA Members:

- 1. Updates on current bargaining issues
- 2. Collective Agreement Information
- 3. Reporting monthly to Executive and Council on activities
- 4. General member questions and concerns
- 5. Submitting Rielty Check articles to update Collective Bargaining

Vice President, Professional Development

LRTA Bylaw 8.2:

(c) The Vice-Presidents shall:

- (i) assume the duties of the President in the absence of the President, in accordance with the Policy of the Local;
- (ii) be a Table Officer;
- (iii) be a signing officer for the Local and authorize expenditures of the President; and
- (iv) perform such duties as the President, Executive, Council or Membership shall assign.

(e) The Vice-President: Professional Development, in addition to the duties set out at article 8.2(c), shall establish and chair the Professional Development Committee; be a member of the Collective Bargaining Committee; and perform such detailed duties as set out in the Policies of the Local.

Other relevant Bylaw sections: 4.1, 4.4, 4.7, 9, 13.4, 13.15-13.18

Relevant LRTA Policies: C-2, C-5

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. PPDF Committee Meetings (September, April and as needed)
4. VMW Bursary Committee Meeting (May)
5. LRTA Annual General Assembly—mid April
6. MTS Provincial Council
 - a. Binder Meeting—MTS and Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
7. MTS Professional Development Seminars (November and February)
8. MTS Provincial Bargaining Seminars—as needed
9. Manitoba Federation of Labour Convention—when scheduled
10. LRTA Table Officer Meetings
11. LRTA-LRSD Liaison Meetings—once per month
12. LRTA-LRASA Liaison Meetings—once per month
13. LRSD Board Meetings—once per month
14. LRSD Budget Meetings—February/March
15. LRTA Resolutions and Nominations Committee
16. New Member Celebration
17. New Council Rep Orientation
18. Executive Retreat

19. LRTA Retirement Function
20. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. PPDF Committee meetings
2. VMW Bursary meetings
3. Appreciation Dinner (Co-Host)

C. Duties and responsibilities:

Professional Development

1. Chair Personal Professional Development Fund Committee
2. Oversee PPDF Guidelines
3. Process PPDF applications
4. Oversee PPDF budget
5. Authorize PPDF reimbursements
6. Communicate with PPDF committee
7. Maintain PPDF application software

Victor and Marie Wyatt Bursary

1. Chair the Victor and Marie Wyatt Bursary Committee
2. Allocate the Victor and Marie Wyatt Bursary
3. Communicate the awards with the Winnipeg Foundation
4. Communicate the awards with the applicants

Office Responsibilities

1. Signing authority on accounts
2. Table Officer—review budget, LRTA discussions
3. Write articles for Rielity Check and other publications
4. Proofing and reviewing all materials in Office (shared responsibility)
5. Other duties as assigned

D. Information to share with LRTA Members:

1. PPDF related information (Guideline changes, funding status, committee nominations, etc.)
2. VMW Bursary information (Timelines, process, etc.)
3. MTS PD information (MTS PD Day, MTS PD Events, etc.)

Secretary Treasurer

LRTA Bylaw 8.2:

- (f) The Secretary Treasurer shall:
 - (i) oversee the proper conduct of the financial affairs of the Local pursuant to the requirements of the Society;
 - (ii) keep an accurate record of all Local income and disbursements;
 - (iii) preserve the financial records of the Local, which records shall belong to the Local;
 - (iv) ensure that financial records are preserved for at least seven (7) years;
 - (v) present an externally audited financial statement of the preceding year at the November Council meeting;
 - (vi) consult with Committee Chairpersons and present a proposed budget at the Annual General Assembly Meeting;
 - (vii) provide a written budget report at each regular Council meeting;
 - (viii) be a Table Officer;
 - (ix) be a signing officer for the Local and the Reserve Fund;
 - (x) disburse funds on the basis of:
 - a. expense vouchers substantiated by receipts; or
 - b. motion of Council or General Assembly;
 - (xi) prepare and preserve, or appoint a designate to cause to be prepared and preserved, an accurate record of the proceedings of all General Assembly Meetings, Executive Meetings, and Council Meetings including a record of decisions made during in camera portions of meetings;
 - (xii) ensure that in camera minutes of meetings are taken and kept sealed;
 - (xiii) make minutes of Membership meetings (other than in camera minutes) available to Members upon request;
 - (xiv) produce minutes of meetings, including in camera minutes, and other records upon request to the General Secretary of the Society;
 - (xv) preserve records of the Local, which records shall belong to the Local; and
 - (xvi) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9, 13.3, 13.4, 13.9, 13.14

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting--Local

- b. AGM sessions third week of May (Wednesday night through Saturday)
- 5. Manitoba Federation of Labour Convention—when scheduled
- 6. LRTA Table Officer Meetings
- 7. New Member Celebration
- 8. New Council Rep Orientation
- 9. Executive Retreat
- 10. LRTA Retirement Function
- 11. LRTA Appreciation Dinner

B. Hosting/Preparing events:

- 1. LRTA Budget meetings
- 2. Meeting with LRTA Auditor

C. Duties and responsibilities:

General

- 1. Oversee LRTA Budget
- 2. Oversee LRTA expenditures
- 3. Bring recommendations to Council for budget adjustments

Office Responsibilities

- 1. Signing authority on accounts, including PPDF
- 2. Table Officer—review budget, LRTA discussions

D. Information to share with LRTA Members:

- 1. Updates on LRTA budget to Executive and Council

Resolutions and Nominations Chairperson

LRTA Bylaw 8.2:

- (g) The Resolutions and Nominations Chairperson shall:
- (i) be the Nominations Committee Chairperson and Local Electoral Officer;
 - (ii) be a Table Officer;
 - (iii) be a signing officer for the Association and for the Reserve Fund;
 - (iv) chair the Resolutions Committee; and,
 - (v) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9, 10, 13.4, 13.9

Relevant LRTA Constitution: 8.9

Relevant LRTA Policies: D-2, D-3, F-1, F-2

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting—MTS and Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. LRTA Table Officer Meetings
7. New Member Celebration
8. New Council Rep Orientation
9. Executive Retreat
10. LRTA Retirement Function
11. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Meetings of Resolutions committee
2. Meetings of Nominations committee
3. LRTA Binder Meeting

C. Duties and responsibilities:

General

1. Chair the Resolutions Committee
2. Chair the Nominations Committee

3. Submit resolutions for consideration to LRTA Council
4. Submit resolutions for consideration to MTS Provincial Council
5. Prepare nominations report for local elections
6. Act as Local Returning Officer for local elections
7. Co-ordinate the LRTA delegation at MTS Provincial Council

Office Responsibilities

1. Signing authority on accounts, including PPDF
2. Table Officer—review budget, LRTA discussions

D. Information to share with LRTA Members:

1. Updates to Executive and Council on Resolutions considered for AGA or AGM
2. Updates to Executive and Council on Nominations for MTS and Local elections

Public Relations Chairperson

LRTA Bylaw 8.2:

(h) Committee Chairpersons shall:

- (i) ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Council;
- (ii) keep minutes of Committee meetings and a record of the Committee's work;
- (iii) provide a proposed Committee budget;
- (iv) provide recommendations and reports to Council;
- (v) perform such detailed duties as set out in the Policies of the Local; and
- (vi) perform such duties as the President, Executive, Council, or Membership shall assign.

(i) The Public Relations Chairperson shall:

- (i) perform the duties as outlined in 8.2 (h);
- (ii) assist the Association when necessary in all areas of communications;
- (iii) edit and publish the Association newsletter; and,
- (iv) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9

Relevant LRTA Policies:

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting--Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. MTS Public Relations Seminars
7. New Member Celebration
8. New Council Rep Orientation
9. Executive Retreat
10. LRTA Retirement Function
11. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Meetings of the Public Relations Committee

C. Duties and responsibilities:

General

1. Chair the Public Relations Committee
2. Solicit articles for the Rielity Check from Executive
3. Edit and publish the Rielity Check

D. Information to share with LRTA Members:

1. Rielity Check publication
2. Reports on planned PR campaigns

Social Chairperson

LRTA Bylaw 8.2:

(h) Committee Chairpersons shall:

- (i) ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Council;
- (ii) keep minutes of Committee meetings and a record of the Committee's work;
- (iii) provide a proposed Committee budget;
- (iv) provide recommendations and reports to Council;
- (v) perform such detailed duties as set out in the Policies of the Local; and
- (vi) perform such duties as the President, Executive, Council, or Membership shall assign.

(j) The Social Chairperson shall:

- (i) perform the duties as outlined in 8.2 (h);
- (ii) organize social functions of the Association; and,
- (iii) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9

Relevant LRTA Policies: G-5

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting--Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. Social Committee Meetings as necessary
7. New Member Celebration
8. New Council Rep Orientation
9. Executive Retreat
10. LRTA Retirement Function
11. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Social activities for LRTA Members

C. Duties and responsibilities:

General

1. Chair the Social Committee
2. Chair the Wellness Grants committee

D. Information to share with LRTA Members:

1. Information on social activities hosted by LRTA
2. Information on Wellness grants

Employee Benefits Chairperson

LRTA Bylaw 8.2:

(h) Committee Chairpersons shall:

- (i) ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Council;
- (ii) keep minutes of Committee meetings and a record of the Committee's work;
- (iii) provide a proposed Committee budget;
- (iv) provide recommendations and reports to Council;
- (v) perform such detailed duties as set out in the Policies of the Local; and
- (vi) perform such duties as the President, Executive, Council, or Membership shall assign.

(k) The Employee Benefits Chairperson shall:

- (i) perform the duties as outlined in 8.2 (h);
- (ii) provide information to members on benefits plans;
- (iii) monitor benefits plans for changes and improvements; and,
- (iv) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9

Relevant LRTA Policies:

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting --Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. MTS Employee Benefit Seminars
7. New Member Celebration
8. New Council Rep Orientation
9. Executive Retreat
10. LRTA Retirement Function
11. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Maternity/Parental Leave Seminars
2. MTS Retirement Seminars

C. Duties and responsibilities:

General

1. Stay informed on MTS Benefit plans

D. Information to share with LRTA Members:

1. Updates on MTS Benefit plans
2. Information related to TRAF and retirement, including seminars

Equity and Social Justice Chairperson

LRTA Bylaw 8.2:

(h) Committee Chairpersons shall:

- (i) ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Council;
- (ii) keep minutes of Committee meetings and a record of the Committee's work;
- (iii) provide a proposed Committee budget;
- (iv) provide recommendations and reports to Council;
- (v) perform such detailed duties as set out in the Policies of the Local; and
- (vi) perform such duties as the President, Executive, Council, or Membership shall assign.

(l) The Equity and Social Justice Chairperson shall:

- (i) perform the duties as outlined in 8.2 (h);
- (ii) monitor issues and concerns related to equity in education; and,
- (iii) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9

Relevant LRTA Policies:

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting --Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. MTS ESJ Seminars
7. New Member Celebration
8. New Council Rep Orientation
9. Executive Retreat
10. LRTA Retirement Function
11. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Meetings of local ESJ committee

C. Duties and responsibilities:

General

1. Chair ESJ Committee
2. Direct LRTA members to resources that support equity and social justice

D. Information to share with LRTA Members:

1. Updates on equity issues from MTS

Éducatrices et Éducateurs Francophones du Manitoba Chairperson

LRTA Bylaw 8.2:

(h) Committee Chairpersons shall:

- (i) ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Council;
- (ii) keep minutes of Committee meetings and a record of the Committee's work;
- (iii) provide a proposed Committee budget;
- (iv) provide recommendations and reports to Council;
- (v) perform such detailed duties as set out in the Policies of the Local; and
- (vi) perform such duties as the President, Executive, Council, or Membership shall assign.

(m) The Éducatrices et Éducateurs Francophones du Manitoba Chairperson shall:

- (i) perform the duties as outlined in 8.2 (h);
- (ii) attend provincial ÉFM regional, Immersion School Council, and annual meetings and share ideas and maintain communication between local ÉFM and provincial ÉFM;
- (iii) advocate and promote French language services and issues; and,
- (iv) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9

Relevant LRTA Policies:

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting--Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. ÉFM Conseil des écoles
7. New Member Celebration
8. New Council Rep Orientation
9. Executive Retreat
10. LRTA Retirement Function

11. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Meetings of delegates to ÉFM

C. Duties and responsibilities:

General

1. Attend relevant meetings
2. Direct LRTA members to relevant resources to support immersion teaching

D. Information to share with LRTA Members:

1. Updates on French-language teaching issues in Manitoba
2. Share resources to immersion teachers

Indigenous Education Chairperson

LRTA Bylaw 8.2:

(h) Committee Chairpersons shall:

- (i) ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Council;
- (ii) keep minutes of Committee meetings and a record of the Committee's work;
- (iii) provide a proposed Committee budget;
- (iv) provide recommendations and reports to Council;
- (v) perform such detailed duties as set out in the Policies of the Local; and
- (vi) perform such duties as the President, Executive, Council, or Membership shall assign.

(n) The Indigenous Education Chairperson shall:

- (i) perform the duties as outlined in 8.2 (h);
- (ii) attend the Indigenous Education Chairperson Training as provided by the Society; and,
- (iii) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9

Relevant LRTA Policies:

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting--Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. MTS IVASC Seminars
7. LRTA Indigenous Education Committee meetings
8. New Member Celebration
9. New Council Rep Orientation
10. Executive Retreat
11. LRTA Retirement Function
12. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Committee meetings

C. Duties and responsibilities:

General

1. Chair Indigenous Education Committee
2. Direct LRTA members to relevant resources

D. Information to share with LRTA Members:

1. Updates on Indigenous issues as shared by MTS
2. Share resources available to LRTA members

Members-at-large

LRTA Bylaw 8.2:

- (o) Members-at-large shall:
 - (i) chair ad hoc Committees as assigned by the Executive;
 - (ii) identify one of the members to sit as the Association representative on the Vic Wyatt House Board;
 - (iii) provide assistance to other committees; and
 - (iv) perform such duties as the President, Executive, Council, or Membership shall assign.

Other relevant Bylaw sections: 4.1, 4.4, 9

Relevant LRTA Policies:

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting--Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. New Member Celebration
7. New Council Rep Orientation
8. Executive Retreat
9. LRTA Retirement Function
10. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Varies according to Ad-Hoc committees

C. Duties and responsibilities:

General

1. Chair Ad-Hoc committees created by Executive or Council
2. Serve as LRTA representative to Vic Wyatt House Board

D. Information to share with LRTA Members:

1. Updates from Ad-Hoc committees

Representative of the Louis Riel Association of School Administrators (LRASA)

LRTA Bylaw 8.2:

- (p) Representative of the Louis Riel Association of School Administrators (LRASA) shall report monthly to the Executive and Council of the Local and the Louis Riel Association of School Administrators (LRASA).

Other relevant Bylaw sections: 4.1, 4.4, 9

Relevant LRTA Policies:

A. Typical Meetings, Committees and Events:

1. Executive Meetings—first Wednesday each month
2. Council Meetings—third Wednesday each month
3. LRTA Annual General Assembly—mid April
4. MTS Provincial Council
 - a. Binder Meeting--Local
 - b. AGM sessions third week of May (Wednesday night through Saturday)
5. Manitoba Federation of Labour Convention—when scheduled
6. LRTA-LRASAs Liaison Meetings—once per month
7. New Member Celebration
8. New Council Rep Orientation
9. Executive Retreat
10. LRTA Retirement Function
11. LRTA Appreciation Dinner

B. Hosting/Preparing events:

1. Meetings of LRASA

C. Duties and responsibilities:

General

1. Represent LRASA on Executive and Council
2. Liaise with LRTA President regarding LRASA concerns

D. Information to share with LRTA Members:

1. Updates on issues facing LRASA members to Executive and Council