

# MEMORANDUM

TO: Bargaining Unit Presidents and Chairs of Standing Committees  
FROM: Teresa Marrello, District Officer  
DATE: September 20, 2007  
RE: DISTRICT PROCEDURES

Thank you for serving as the President of your Bargaining Unit or Chair of your Committee. In order to assist you in your job and to also assist future executives and committees, it would be appreciated if you would use the following procedures.

## 1. Communications

- ▶ The President is the spokesperson for the District and/or Bargaining Unit.
- ▶ If you wish to send something out under the District or Bargaining Unit name, please vet it through the District Office and/or Bargaining Unit President first.
- ▶ The District Office does not necessarily get information that goes to the schools, work sites or the Bargaining Units, so please ensure that copies of all communications are sent to the District Office.
- ▶ If you are asked to sit on a Board Committee as a representative of OSSTF, please remember that the appointment must go through the appropriate Bargaining Unit (or District) Executive.

### **Please supply the District Office with the following:**

- ▶ a copy of your Bargaining Unit or Committee membership for 2007-2008 (if you have not already done so)
- ▶ a copy of the agenda and the minutes from each meeting (Please place these items in binders that have been set up at the District Office. If you wish to see copies from previous years, they are available.)
- ▶ a copy of any information that your group is sending out

**2. Meeting dates** are booked at the District Office through the Administrative Assistant. Normally, Bargaining Units and Committees have “standard” meeting dates. There will be a calendar in the District Office and you can either book all meetings for the year, or call the District Office well prior to each meeting date. If you change the date of a meeting, please let the District Office know as soon as possible so that there are no conflicts.

**3. Typing of minutes** is the responsibility of the Bargaining Unit or Committee.

**4. Refreshments** for your meetings can be purchased by a member of your unit/committee. He/she will be reimbursed from your budget once an Expense Summary Sheet (green) has

been filled out and signed by the Bargaining Unit President/Committee Chair. Please note - cheques will not be issued until the President signs this sheet.

- 5. Please be sure to clean up after meetings.** It is normally the responsibility of the Chairperson of the meeting to clean up.

**6. Budgets**

- ▶ The budget was passed at the Spring General Meeting. The following are the budgets passed for the Bargaining Units and Standing Committees for 2007-2008.

District CBC	500
Educational Services	10,000
Status of Women/Human Rights	300
Communications/PAC	3,000
District Executive	4,000
Teachers	108, 790
Instructors	6, 100
PSSP	5, 500

- ▶ Each Bargaining Unit Committee must keep track of all expenditures that are made. An Income-Budget Comparison Statement for the District (including lines for District Committees will be provided at each District Executive meeting. In order to access OSSTF money, it is necessary to get approval from the appropriate Committee or Executive, *before* you spend the money. Requests for funds in the form of a cheque should be made to the District President at least 5 days in advance.
- ▶ In late March or early April, you will be asked to submit a proposed budget for the following year.

**7. Written Reports**

For the Annual General Meeting in May, committee chairs and executive members will be asked to supply an electronic copy of a report of the activities of your committee/executive for publication at the AGM. Submissions are usually due a few weeks prior to the District Annual General Meeting.

*If you have any questions, concerns or suggestions, please call Steve Newstead, District President, or Teresa Marrello, District Officer, at 546-6985. We would be pleased to assist you.*