W.R.D.S.B. EDUCATIONAL ASSISTANTS ASSOCIATION

eUpdate

The Latest Information to Keep YOU Informed



Executive Elections - Intent to run due April 15, 2021

Elections to be held at the:

EAA Virtual Annual General Meeting on May 27, 2021**

Nominations

All positions on the Executive are open for nominations.
The positions are listed below with their job descriptions.
If you would like to run for an Executive position then you must:
Send your intent to the Secretary (penelopepenticost@gmail.com) and the President (colleenpresidenteaa@gmail.com) ***no later than 11:59 pm on April 15, 2021***. Any submissions after that time and date will not be considered as

eligible to run for office as per the Constitution.

**There will be information forthcoming with the details of the virtual Annual General Meeting, Meeting Agenda, and the electronic voting process.

Candidate Flyer

All candidates must email a copy of their campaign flyer to the Secretary (penelopepenticost@gmail.com) ***no later than 11:59 pm on April 27, 2021***. This should include all of your contact information and the position for which you are running. Campaign Material shall be limited to one sheet (8 1/2 x 11) double-sided.
The Campaign flyers will then be posted on our EAA Website.

Executive Positions Open

Nine Positions are open for Election. Members who possess effective written and oral communication skills, working knowledge of our Collection Agreement and our EAA Constitution would be an asset.

The President shall:
In order to run for the position of President, the member must have served on the Executive Committee for two years, within the past five years.

- Promote the interests of the Association;
- Transact and be responsible for the day-to-day business of the Association;
- Be the chief representative and spokesperson of the Association at all functions; or assign a designate;
- Act as Chair and Spokesperson of the negotiating committee; or assign a designate;
- Act as Grievance Officer and Chair of the grievance committee; or assign a designate;
- Work an average of forty-five (45) hours per week between the third week of August and the second week of July (approximately 45 weeks per year). The President is not expected to work outside of this time frame, during holidays, during winter break, or during March break, except where it is necessary to protect the interests of the Association;
- Give reports at Executive and Membership meetings on matters important to the Association;
- Oversee the Executive Officers and their duties to ensure each Executive Officer is fulfilling their duties;
- Preside over all meetings of the Association and Executive, or to assign a designate;
- Call Annual or Special Meetings whenever necessary;
- Sit as an ex-officio member of all committees; or assign a designate;
- Oversee the Annual Report;

- Act as one of four signing officers.

The Vice President shall:

In order to run for the position of Vice President, the member must have served on the Executive Committee for two years, within the past five years.

- In the absence of the President, or in case of the inability of the President, carry out all functions pertaining to the office of the President;
- Attend all Executive and General Membership Meetings;
- Attend all other meetings as requested by the President;
- Be responsible for providing notice of Executive and General Meetings as appropriate, and for setting the agendas;
- At their request, assist the President in any manner relevant to the execution of their duties under the constitution;
- Act as one of four signing officers;
- Work an average of thirty-five (35) hours per week between the third week of August and the second week of July (approximately 45 weeks per year). The Vice President is not expected to work outside of this time frame, during holidays, during winter break, or during March break, except where it is necessary to protect the interests of the Association;
- Sit on the negotiation committee.

The Secretary shall:

- Attend and record accurate minutes of all Executive, Staff Management, General, Annual and Special Meetings of the Association;
- Attend and record accurate minutes of all other meetings where requested by the President;
- Publish clear and organized meeting minutes within 5 business days;
- Preserve on permanent file, all documentation pertaining to the Association;
- Manage all correspondence of the Association, under the direction of the President;
- Perform other secretarial duties as requested by the President and/or Executive Committee or as prescribed;
- Act as one of four signing officers.

The Treasurer shall:

- Collect dues and receive all monies;
- Act as one of four signing officers;
- Make all payments in a timely manner;
- Keep a record of receipts and payments;
- Maintain a list of members;
- Receive and present a financial statement prepared by the accountant for the Annual Meeting;

- Oversee investments in consultation with the Association Investment Advisor;
- Facilitate Professional Development Funding for the members;
- Attend all meetings as requested by the President

The Health and Safety Officer Shall:

- Act as the Joint Health and Safety Representative for the Association;
- Represent the Association on the violence in the workplace committee;
- Attend all other meetings and committees as requested by the President.

The CYW/SSW Representative shall:

- Be a liaison to CYWs/SSWs;
- Together with the EA Rep co-ordinate the Key EAs/CYWs;
- Coordinate Key EA/CYW meeting;
- Prepare and send out Key EA/CYW packages/information;
- Act as co-chair with the E.A. Rep of the Countrywide PD Day Committee;
- Attend meetings as requested by the President;
- Sit on the Negotiation Committee.

The EA Representative shall:

- Be a liaison to the non-salaried Educational Assistants;
- Together with the CYW Rep, co-ordinate the Key EAs/CYWs;
- Coordinate Key EA/CYW meetings;
- Prepare and send out Key EA/CYW packages/information;
- Act as co-chair with the CYW Rep of the Countrywide PD Day Committee;
- Attend meetings as requested by the President;
- Sit on the Negotiation Committee.

Membership Engagement Officer shall:

- Be responsible for coordinating the Spring Awards Dinner and chair the associated committee;
- Facilitate Charitable Funding applications and student awards;
- Liaison to new/supply members to ensure they are receiving Association information and Employment Terms and Conditions.

The Officer At Large shall:

- Attend all meetings of the Board of Trustees for the Waterloo Region District School Board;
- Be responsible for sending flowers and gifts and managing the associated fund;
- Promote, organize, collect and Chair the Committee for the annual E.A.A. Member Appreciation Award

- Perform other duties as assigned by the President.

Find all the info you need!

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