

I. Role of the Branch President

1) Co-ordinate the Business of the Branch

- ___ a) establish meeting times, locations, dates
- ___ b) be familiar with basic parliamentary procedure
- ___ c) adopt a common format for the conduct of meetings
- ___ d) establish Branch priorities
- ___ e) establish a working relationship with District officials

2) Formal Structures and Constitution

- ___ a) review, update and be familiar with the Branch Constitution
- ___ b) establish essential committees and ensure that reporting procedures are in place
- ___ c) develop terms of reference for all Branch committees
- ___ d) develop and maintain an effective school representative communication network

3) Serving the Members

- ___ a) familiarize yourself with the Collective Agreement, Members' Handbook, etc.
- ___ b) be available to members to provide assistance in solving problems or reaching appropriate Association or Federation staff
- ___ c) provide for education of members as to their rights and responsibilities
- ___ d) hold regular meetings of the Branch Executive and/or Rep Council
- ___ e) ensure that serious concerns of members are brought to the appropriate group(s); for example, the Association, the Federation or the District Office through the Liaison Committee
- ___ f) encourage attendance at meetings
- ___ g) build relationship with local MLA(s)
- ___ h) emphasize activities which will raise morale; i.e. social activities and internal P.R.

NOTES

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4) Emergency/Threatening Situations

NOTES

— be aware of the appropriate contacts for teachers who are in serious difficulty:

— Legal problem related to work **NBTA 452-1721**

— Collective Agreement problem **NBTF 452-8921**

— Pension problem **NBTA 452-1722**

— Counselling Program Fredericton Area
1-800-561-1727

— Counselling Program Saint John Area
1-800-563-3938

— Counselling Program Moncton Area
1-888-763-5050

— NB When in doubt, call **452-8921**
and explain the problem