

# 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*

# I. Role of the Branch President (con't)

## 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  
**1-888-563-3938**

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

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