



New Brunswick Teachers' Association

Role of the School Rep



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School reps perform essential roles within the NBTA. They represent ALL the teachers of their school (including administrators) at Branch School Rep Council meetings, bringing forward issues and concerns. They also assist in the decision-making of the Branch by participating in the discussions and voting at these meetings, taking into account the best interests of the profession and teachers in general, not just those of their schools. The role of the School Rep in the branch is similar to that of the NBTA Branch Director at the provincial level.

School Reps are conduits for information to and from the NBTA. They distribute, gather and submit certain forms and publications and assist the NBTA in maintaining an accurate database. They welcome and offer to assist new staff.

Clarification: The role of the School Rep is not the same as that of a union shop steward. They do not represent teachers vis-a-vis the school administration. They are not expected to provide expert advice, but to assist individuals in finding what they need. This may be accomplished by referring a teacher to a certain document/publication/website or suggesting he or she contact a member of the NBTA/F Staff.

Branch Rep Council

Bring forward from your school:

- Feedback and input with regard to NBTA events and initiatives
 - Liaison items from teachers (issues of general concern, not individual)
 - Questions or issues of concern from members
- *It is beneficial to gather information leading up to each Branch Rep Council meeting.*

At Rep Council Meetings:

- Participate in discussions and decision-making related to your Branch
- Assist in planning Branch events
- May serve on a Branch Committee
- Take notes, obtain copies of minutes or NBTA reports

Report back to the teachers in your school:

- Information from Branch Rep Council or forwarded by the NBTA
- An e-mail distribution list is extremely important
- Ask school administration for time at staff meetings to share information
- Encourage participation in NBTA events

General Help Teachers

You may not know the answer but you can help teachers find it.

- NBTF Collective Agreement (www.nbtffeb.ca)/NBTA Members Handbook (www.nbta.ca)
- NBTA/F Staff – Encourage teachers to contact for interpretation or advice.
- Distribute *NBTA News*, mailings - display posters, calendars – facilitate NBTA election

NBTA Database

- Encourage contract teachers/supply teachers to register online each fall and to keep their information up-to-date and notify NBTA of changes to school nominal roll

