

Policies of the NBTA High School Council

Policy #1

The following standing committees be established:

- A. Finance
- B. Program
- C. Awards
- D. Communication/Public Relations
- E. Nominating
- F. Institutes

Ad hoc Committees may be established when necessary

Policy #2

Any Ad Hoc committee shall have at least one member of the executive as a member to act as liaison to the Executive Committee.

Policy #3

Minutes must be kept of all committee meetings and a copy forwarded to the President of the High School Council.

Policy #4

Telephone or video conference calls may be used to conduct duly constituted meetings.

Policy #5

The Executive Committee will select any person who is going to represent the High School Council on any external committees.

Policy #6

If a member of the High School Council Executive Committee is absent for two (2) meetings in a twelve-month period, a letter will be sent to that member stating this policy. If that member is absent from a third (3rd) meeting during their two (2) year term of office that member will be replaced with another member from the general membership of the High School Council.

Policy #7

Any member of the Executive Committee who is going to be absent from a High School Council Executive meeting will notify the President.

Policy #8

If hotel reservations are made for a member and that member is unable to keep the reservation, it will be the member's responsibility to cancel the reservation made in his/her name. Failure to do so will result in the absent member paying for his/her room.

Policy #9

Members of the Coordinating Committee should utilize the three supply days allotted under Article 36.06 of the Collective Agreement before billing supply time to the High School Council.

Policy #10

Any member of the 12-member executive committee may be subsidized for care giving costs to a maximum as set out by the NBTA.

Policy #11

The Finance Committee will consist of the Treasurer and at least two other High School Council members. This committee will meet at least three times a year.

Policy #12

All cheques require the signature of the Treasurer along with at least one other member of the finance committee with signing authority.

Policy #13

The Finance Committee is authorized to cover incidental administrative expenses up to \$250 without prior approval.

Policy #14

Any motion authorizing the spending of money must include a detailed cost estimate prior to a decision being taken.

Policy #15

Joy and Sorrow expenditures of up to \$100 may be made after consultation between any two signing officers.

Policy #16

NBTA members who are presenters at Council Institutes will be offered a suitable honorarium consistent with the one offered at Council Day.

Policy #17

Donations may be made to school-based student groups for assisting on Council Day. The amount of the donation would be pre-approved and shared with the group prior to council day.

Policy #18

Registration fees for High School Council Institutes will be waived for executive committee members who have been assigned tasks during the Institute.

Policy #19

There will be funds allocated in the annual budget for professional learning and conferences grants.

- (a) Half of the fund will be available from July 1st to December 31st each year and any used portion will be adjoined to the second half which will be available from January 1st to June 30th each year.
- (b) Grants will be allocated based on the total expenses submitted to a maximum of \$400.

Members are eligible for no more than \$400 over a three-year period.

Policy #20

The Awards Committee will select not more than six (6) recipients for High School Council Awards each year. Each recipient will receive a financial award of \$250.00, as well as a certificate and memento. The nomination deadline is April 1 each year. Awards may be given to a teacher who has shown a substantial positive contribution to any or all of the following: school environment, school spirit, student learning opportunities, teacher morale, individual student development, and/or professional activities.

Policy #21

All standing committee chairpersons must prepare and present to the Treasurer a budget for the upcoming fiscal year by January 31.

Policy #22

The Finance Committee will prepare a budget for the approval of the Executive Committee each year and present it at the High school Council's AGM.

Policy #23

The financial statements of the High School Council will be audited at the end of the fiscal year.

