



# Responsibilities of the NBTA School Representative

The NBTA School Representative is an elected, voting member of the NBTA Branch, who provides fiduciary, strategic, and generative oversight to the Branch; that is, they represent their school in matters of money, planning, and future-thinking at the Branch level. It is understood that this level of governance within the NBTA requires leadership that demonstrates integrity, openness, independence, accountability and productivity, collective decision-making, and environments of respect and trust.

## General Responsibilities

- Ensure all school staff know NBTA School Rep(s) and the general responsibilities of the role.
- Engage in individual or group actions or learning to build capacity as the School Rep.
- Maintain open, confidential, and discrete communication with individual NBTA members.
- Offer support or assistance to members of the school staff regarding NBTA matters.

## School-Level Responsibilities

- Act as primary liaison between the local branch and the school.
- Maintain awareness of branch and provincial initiatives, services, and products.
- Distribute and receive information pertaining to NBTA and NBTF, as required.
- Provide written, verbal, or electronic updates to school staff in timely fashion.
- Encourage school staff to engage with NBTA committees, initiatives, communications, strategies and supports.

## Branch-Level Responsibilities

- Commit to a minimum one-year term, with the option to re-offer for subsequent terms.
- Commit to attend and participate regularly in branch meetings; secure an alternate to attend when unavailable.
- Commit to participate in the organization or on-site needs of the local branch AGM.
- Review meeting materials in advance of each meeting.
- Demonstrate informed decision-making.
- Serve as the voice for the school on issues of a local nature, including sharing school concerns.
- Maintain awareness of follow-up actions, including those related to motions or resolutions.
- Ensure branch adherence to local by-laws and constitution.
- Receive, recommend, and monitor the Branch budget.