

SECRETARY

Call for Nominations

The Teachers' / Occasional Teachers' Bargaining Unit Council of District 15 – Trillium Lakelands encourages nominations for the position of Secretary, commencing July 1, 2018, for the term ending June 30, 2020.

Duties of the Secretary:

- 1) The Secretary shall attend all meetings of the Bargaining Unit Council and all General Meetings of the Bargaining Unit and keep a record of the proceedings at such meetings. All records shall be filed in the Federation Office by June 30 each year;
- 2) The Secretary shall receive and keep all correspondence unless otherwise directed by the Council;
- 3) The Secretary shall distribute the minutes of Council meetings and an Action List to the members of Council within one week of the date of the meeting.

Nomination:

Members may submit nominations using the Nomination Form provided. Please contact your Branch President or the District Office to obtain a nomination form.

Nominations received 45 days prior to the Annual Meeting of the Bargaining Unit Assembly (Monday March 26, 2018 by 4pm) shall be considered on-time, and candidates shall be eligible to participate in the campaign period (subject to the conditions of By-Law 10).

Election:

Election shall be conducted by secret ballot of the members of the Bargaining Unit Assembly on May 11, 2018.