



PLEASE POST

Election of Officers Information Sheet

The election of Executive and Council members shall be by secret ballot except if there is only one nominee for each representative, election shall be by acclamation.

Election of Executive Officers

The officers of the Association will be elected at the Annual General Meeting and hold office for a term of two (2) consecutive years.

- ✓ The term of office for Executive shall be from June 1 to May 31 for two (2) consecutive years.
- ✓ Executive representatives shall be eligible for re-election for a consecutive term.

Officers shall be elected on alternate years for their term as follows:

1. President, Secretary, and two Members-at-Large (Even Calendar years)
 2. Vice-President, Treasurer, and two Members-at-Large (Odd Calendar years)
- ✓ Nominees must be employed in a permanent position with the W.A.N.T.E. bargaining unit.
 - ✓ To run for the office of President, you shall have served at Executive level for two (2) consecutive years and must be a current officer of the Executive committee. Member-at-Large and Secretary must have served at the Council level in the past.

Election of Council Representatives

Council representatives shall be elected at the Annual General Meeting in May and shall hold office for the specified term.

- ✓ The term of office for Council representatives shall be from June 1 to May 31 for two (2) consecutive years.
- ✓ Council representatives shall be eligible for re-election for a consecutive term.
- ✓ **Nominees must be employed in a permanent position within the W.A.N.T.E. bargaining unit in which they are seeking election.**

Nominations close Wednesday, March 16, 2022 at 12:00 Noon.

Names will NOT be accepted after the above deadline.

If you need further information, please contact the Nominating Committee:

Maria Carreira, Chairperson

If you are interested in running for one of the Executive or Council positions, please complete **both sides** of the **“Call for Nominations/Tell Us about Yourself”** form and return to Maria Carreira, Chairperson, W.A.N.T.E. Nominating Committee, c/o Sacré-Coeur School, via the WSD Courier. Completed forms must be received no later than **Wednesday, March 16, 2022 by 12:00 Noon.**



Responsibilities and Expectations of Executive and Council

1. PRESIDENT (open for Election for 2022/24) for a 2-year term

The President shall:

- a) Preside at all Executive, Council, and general meetings.
- b) Be charged with all press releases, the general management, and supervision of the affairs and operations of the Association.
- c) Be an ex-officio member of each committee, with the exception of the Nominating Committee.
- d) Sign, together with Chairman of the negotiating committee, collective agreements negotiated by the collective bargaining committee after ratification of the membership.
- e) Sign cheques with the treasurer, and other documents as required.
- f) Be the custodian of the seal, all books, papers, records, correspondence, contracts, and other documents belonging to the Association, which shall be contained in the files at the Association office.
- g) Be the chairman of the Grievance Committee.
- h) Authorize all communication to members, including bulletins, notices and website.
- i) Seek legal advice, when necessary

2. SECRETARY (open for Election for 2022/24) for a 2-year term

The Secretary shall:

- a) Attend the Executive, Council, and general meetings of the Association and record all proceedings in books kept for the purpose.
- b) Prepare minutes of all Council, Executive and general meetings of the Association. Forward the minutes to the President within three (3) weeks of the meeting, for approval and distribution to the Executive and Council members.
- c) Give immediate notice in writing to any member against whom a charge has been preferred of the particulars of such charge, and also give reasonable notice to member concerned of the date, time, and place at which the hearing of the charge shall take place, together with such further notices as may be necessary to finally dispose of the charge, including written notice of suspension or expulsion from the Association.
- d) Perform such other duties as assigned.
- e) Should the Secretary at any time be unable to discharge her duties, the Executive Committee shall appoint a member in good standing to act in her place.

3. MEMBERS-AT-LARGE (2 positions open for Election for 2022/2024) for a 2-year term

The Members-at-Large shall:

- a) Attend meetings.
- b) Chair a major or special committee.
- c) Be available to give assistance and assume responsibilities when required.

4. COUNCIL REPRESENTATIVES (positions open for Election for 2022/2024) for a 2-year term

The Council Representatives shall:

- a) Attend Council meetings.
- b) Be a member on the various Standing Committees.

The following positions are open for Election on Council for 2022/2024:

Educational Assistant A & B (includes Food Coordinators and Crossing Guards)	(1 position)
Educational Assistant C (includes Child Development Lab & Home Learning Assistants)	(1 position)
Educational Assistant D (includes Clinician Assistants, Interpreters, Vocational Trainers, Work Experience Coordinators)	(1 position)
Elementary Schools Clerk	(1 position)
Computer Tech/Library Tech	(1 position)