



Fine Arts Council of the Alberta Teachers' Association Executive Officer Nomination Form

This year, the Fine Arts Council is seeking to fill the following officer positions on its executive:

- a. Treasurer (two year term)
- b. Drama Representative (two year term)
- c. Music Representative (two year term)

For information on the duties of these officers, please refer to the information on the following pages.

1. Nominations may be made by:

- emailing this form to Dawn Marshall, Fine Arts Council President (dawnarlenemars@gmail.com) on or before September 30, or
- from the floor during the simulcast AGM scheduled in October at noon during the conference or regional mini-conferences in Edmonton and Calgary.

2. You may nominate yourself by submitting this form or from the floor of the AGM.

3. You may nominate yourself or be nominated for more than one position, but the elections during the AGM will occur in the order they are listed above.

4. Nominees should be present at one of the two AGM locations. If there are two or more nominees for any position, each will be given two minutes to speak to the members before voting occurs.

I, _____ of _____
(nominator printed name) (school, town or city)

nominate _____ of _____
(nominee printed name) (school, town or city)

for the position of _____.

Signed: _____ Date: _____
(nominator signature)

Phone (____) _____ Email: _____

I, _____, accept this nomination.
(printed name of nominee)

Signed: _____ Date: _____
(nominator signature)

Phone (____) _____ Email: _____

EXECUTIVE DUTIES

DUTIES AND FUNCTIONS OF PRESIDENT

1. Chair executive meetings
2. Establish meeting dates, locations and agendas for those meetings.
3. Compile annual reports from executive members and submit to Barnett House prior to the annual conference.
4. Provide a President's Report at the annual general meeting.
5. Along with the executive, appoint an editor for the *finefacta* and a conference director for the annual conference.
6. Approach the Deans of Education at the Universities of Edmonton, Calgary and Lethbridge so that representatives can be named by the universities for the executive.
7. Attend the Presidents' Conference held at Barnett House each September.
8. Maintain a file during the course of the elected term to contain correspondence received during the term and records of ongoing projects undertaken by the Council. This file to be passed on to the incoming president.
9. In conjunction with the executive committee, to establish an annual budget proposal.
10. Co-sign all cheques signed by the treasurer.
11. Chair the Annual General Meeting.
12. To act as a formal liaison with the parent body and related organizations.
13. When executive members have to miss school time to attend to Council business, direct the secretary to send requests for release to their school principals indicating that the council will cover the cost of substitute teachers.

DUTIES AND FUNCTIONS OF PRESIDENT-ELECT

1. Assume such duties and responsibilities as may be delegated to him or her by the president as required, acting in that capacity when the president is absent.
2. Attend all executive meetings.
3. With president, encourage active regional programs.
4. Arrange for periodic constitutional review for provincial and regional councils.
5. Keep a list of speakers and ideas for topic suitable for workshops and seminars which will serve as reference material.
6. Implement a program of attracting and maintaining membership.

DUTIES AND RESPONSIBILITIES OF SECRETARY

1. Keep accurate minutes at each executive meeting and Annual General Meeting.
2. Send a copy of the minutes to the president for review and then to each member of the executive committee within seven days of the meeting.
3. Keep an official copy of the provincial and each regional council constitution.
4. Bring before Table and/or Executive officers all official communications.
5. Prepare and send notices calling all regular or special Table and/or Executive Officers' meetings.
6. Dispose of the correspondence of the Executive as directed.
7. Send a copy of all correspondence to the president.
8. Work closely with the president in the planning of various meetings.
9. Keep a copy on file of the names, addresses, and phone numbers of the provincial executive committee as well as regional executives, and forward a copy to the ATA to be published in the *Council Directory*.
10. Keep in possession all past and present secretarial correspondence and minutes of the council.
11. Prepare and present an annual secretarial report at the Annual General Meeting.
12. Keep the secretary's file up-to-date for successor.
13. As directed by the president, send requests for release of executive members to their school principals indicating that the council will cover the cost of substitute teachers so that the members may attend to council business.

DUTIES AND RESPONSIBILITIES OF TREASURER

1. Prepare and send to the ATA such statements and reports as may be required from time to time and an audited financial statement for the year with the annual report.
2. Assume responsibility for having the books audited annually.
3. Keep an accurate record of the financial affairs of the council.
4. Make the necessary disbursements of the funds of the council as authorized by the Executive Committee.
5. Prepare and present to Executive Committee an annual budget.
6. Prepare and present an annual financial report at the Annual General Meeting.
7. Take charge of all moneys received and/or collected by the council.
8. Distribute regional council grants on direction of the Executive in accordance with grants policy.
9. Upon receipt of an expense account slip, reimburse Executive members for expenses incurred while doing council work.

10. Forward all past financial records and receipts of the council to Barnett House.
11. Prepare and present an annual membership report at the Annual General Meeting.
12. Keep the treasurer's file up-to-date for successor.
13. Attend ATA treasurer workshop for specialist councils.

DUTIES AND FUNCTIONS OF ART, DANCE, DRAMA AND MUSIC REPRESENTATIVES

1. Attend all Executive meetings.
2. With president, encourage active regional programs.
3. Accept requests for convention speakers and workshops.
4. Prepare and present an annual report at the Annual Meeting.
5. Provide pertinent information about activities in Art, Dance, Drama and Music to the president-elect for inclusion in The ATA News.
6. Solicit written articles relative to the fine arts for inclusion in the Fine Arts Council's publications.
7. Improve communication with teachers within the province concerning art, drama, and music activities and programs.
8. Maintain contact with Alberta Education, regional representatives, School Districts, Universities and Colleges.

DUTIES AND FUNCTIONS OF UNIVERSITY REPRESENTATIVES

1. Provide pertinent information about activities in Art, Dance, Drama and Music at the universities to the Executive of the council.
2. Attend Executive meetings.
3. Share relevant council concerns to the faculty councils of the universities.
4. Provide feedback to the Executive Council relative to council business and decisions.
5. Provide information and articles to council publications.

DUTIES AND FUNCTIONS OF THE *FINEFACTA* EDITOR

1. Attend all Executive meetings at the provincial level.
2. Attend ATA Conference for Editors of Specialist Councils.
3. Act in accordance with the guidelines set down by The Alberta Teachers' Association for all their specialist council publications.
4. Carry out the editing and soliciting of relevant printed material in line with the directions of the executive.
 - a) When editing copy for any publication, be critical, and keep in mind that material which is considered unsuitable or inappropriate should not be published.
 - b) When forwarding copy to the ATA Publications department, allow six weeks for the publication of the Journal and one month for the publication of a newsletter.
 - c) Obtain permission to reprint articles before publishing such articles in any of the Council's publications.
 - d) Receive the *sanction* of the executive for any changes in editorial policy well in advance of publication.
5. Keep in contact with the *regional* councils with an eye to obtaining material for publishing which will be relevant and of value to the general membership.
6. Keep in contact with fine arts organizations in other provinces and states with an eye to presenting relevant material on current fine arts council happenings in those places.
7. Publish one issue of *finefacta* per year at the discretion of the executive.
8. Keep a written expense account to be submitted to the treasurer.
9. Keep the editor's file up-to-date for successor.

CONFERENCE CHAIR

1. To call meetings of the conference committee.
2. To prepare and present a proposed budget and conference outline for the Fine Arts Council executive one year before the conference is scheduled to occur.
3. To monitor and adjust the conference budget based on changing registration numbers and contractual obligations, as required.
4. To act as liaison between the Fine Arts Council executive, and such other external individuals and agencies as may become involved in conference planning.
5. To initiate correspondence with principal speakers, exhibitors, sponsors, and representatives of the conference site.
6. To act as co-signing authority for conference expenses with the treasurer of the Fine Arts Council executive.
7. To coordinate conference publicity, program and registration materials with the Fine Arts Council executive.
8. To report on planning, progress, and post-event evaluation to the Fine Arts Council executive.