

April 26, 2021

To: Presidents and all Members
From: Teresa Katerberg, President District 18 OSSTF
Re: **Applications for District President**

Due to a retirement, the District Executive is seeking to fill a vacancy for the position of **District President** from July 1, 2021 until June 30th 2022.

The duties and responsibilities for this position are below and can also be found in the District Constitution on the [District 18 website](#).

Interested Members are asked to send a letter of interest indicating their experiences or skills inside the Federation or beyond that would allow them to be an active and contributing District President.

Applications should be submitted no later than **4:00 pm on Friday May 14, 2021** to the attention of Teresa Katerberg (teresa.katerberg@d18.osstf.ca), District President.

BY-LAW 4: President

(A) Duties:

It shall be the duty of the President:

- (1) to act as the contact with Provincial Office;
- (2) to act as a signing authority for the District;
- (3) to refer any and all concerns brought to the District President to the respective Bargaining Unit President;
- (4) to call District Executive Council Meetings and other meetings as needed in the District;
- (5) to prepare the agenda for DEC meetings and distribute to all DEC at least two (2) weeks prior to the meeting date;
- (6) to be the direct supervisor of the Office Manager of the District;
- (7) to appoint, by the last District Executive Council meeting of the Federation year, at least two (2) Bargaining Unit Presidents to sit on the District Employee Management Committee for the following Federation year;
- (8) to be the Benevolent Officer for the District;
- (9) to appoint an Anti-Harassment Officer at the beginning of every District meeting or function;
- (10) to inform each Bargaining Unit President of the number (to be determined by the final FTE membership count submitted to OSSTF in the year of the AGM) of voting delegates for the AGM at least thirty-five (35) days prior to the Annual General Meeting;
- (11) to co-ordinate and process the District/BU participant lists for Provincial events;
- (12) to co-ordinate, facilitate, organize, assist in the preparations for, and lead the District delegation to AMPA;

April 26, 2021

- (13) to co-ordinate, facilitate and assist in preparations for the District AGM;
- (14) to facilitate and assist members in the application for Provincial Standing Committees;
- (15) to co-ordinate Student Achievement Award process including submission of student entries and letters of acknowledgement to student participants;
- (16) to co-ordinate, assist, and plan for the yearly District Retirement Dinner;
- (17) to co-ordinate and submit names of District participants to external conferences and conventions as approved by OSSTF;
- (18) to ensure memberships and support of local Labour Councils are maintained;
- (19) to ensure communication and coordination within the District for issues of broad concern and impact across multiple bargaining units;
- (20) to co-ordinate with the District Treasurer to ensure District finances are transparent and properly administered;
- (21) to support and assist District Officers in meeting their mandates;
- (22) to co-ordinate and assist the Office Manager in matters related to the District office;
- (23) to facilitate awareness within the District of awards, scholarship, and benefits;
- (24) to coordinate and promote the celebration of events within the District;
- (25) to set the District calendar;
- (26) to facilitate and assist with the organization of District workshops;
- (27) to be the signing authority for the approval of District time release;
- (28) to notify the Boards each year of the District levy amount; and
- (29) to appoint, by the last District Executive Council meeting of the Federation year, at least two (2) Bargaining Unit Presidents to sit on the District Appeals Committee for the following Federation year.

(B) Reimbursement:

The District will reimburse the Bargaining Unit from which the District President originates to a maximum amount of \$18,000 each Federation year. The funds would be reimbursed to the Bargaining Unit to allow the purchase of time release to conduct District business. Time release costs would be clearly documented, itemized, and submitted in February and in June to the District Treasurer.