

# OPSBA Roles & Responsibilities 2017-18 Guide



## **OPSBA Positions**

*Executive Council Positions*

*Director and Alternate Director*

*Voting Delegate & Alternate Voting Delegate*

*Members of Core Issue Work Groups & Alternates*

*Ad Hoc Work Groups*

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# Introduction

*In establishing OPSBA, every effort has been made to provide a fair and equitable representation through the Regions, through the Board of Directors and various work groups. The strength of OPSBA lies in the Association's ability and willingness to recognize and support the various interests of the Member Boards of all sizes from all Regions of the province.*

*This document provides a summary of the key roles and responsibilities of the Board of Directors, the Executive Council, the Core Issue Work Groups/Ad Hoc Work Groups, the elected officer positions, Directors and Delegates as well as Alternates.*

*Trustees should consider taking an active role in the Association, to help shape the direction of education in Ontario and to represent OPSBA and the public education agenda to Government and Legislative Committees.*

# The Board of Directors

**THE BOARD OF DIRECTORS IS THE PRINCIPAL SOURCE OF POLICY AND POLITICAL DIRECTION AND THE MAJOR DECISION-MAKING BODY OF THE ASSOCIATION.**

**THIS GROUP MANAGES THE AFFAIRS OF THE ASSOCIATION AND CONSISTS OF THE FOLLOWING:**

President  
First Vice-President  
Second Vice-President  
Immediate Past President  
Five Regional Council Chairs/Vice Presidents  
Enrolment Vice-President  
Member Board Directors

## **MEMBER BOARD DIRECTORS**

- Each member district school board is entitled to appoint at least one trustee to the Board of Directors.
- The group of school authorities in Northern are entitled to elect one trustee to the Board of Directors as their representative.
- The group of combined educational and therapeutic boards is entitled to elect one trustee to appoint as their representative to the Board of Directors. Directors are appointed for a one-year term and are eligible for re-appointment.
- The group of Indigenous Trustees is entitled to appoint one trustee as their representative to the Board of Directors.

## **ALTERNATES TO THE BOARD OF DIRECTORS**

- Each school board or group entitled to appoint a Director as listed above may also appoint an Alternate Director to act in the absence of their Director as required

## **THE BOARD'S RESPONSIBILITIES INCLUDE:**

- Serving as the principal source of policy and political direction and the major decision-making body of the Association with leadership from Executive Council and input from its other advisory bodies between Annual General Meetings
- Approving amendments to the Constitution and By-laws prior to confirmation of such amendments by the membership at the Annual General Meeting
- Appointing an external Auditor, if vacancy occurs between meetings of the AGM
- Approving budgets, establishing membership fees
- Bestowing OPSBA Honorary Life Membership
- Appointing liaison members to the Core Issue Work Groups, as required
- Establishing Ad Hoc Work Groups as required, which include, where appropriate, representatives from OPSBA's five Regions
- Other responsibilities as adopted by the Board of Directors from time to time

## **THE BOARD OF DIRECTORS MUST MEET:**

- Customarily four times a year
- At the call of the President
- On the written request of 10 of its members

***N.B: The Association pays the travel and accommodation costs for all Members of the Board of Directors when attending meetings of the Board. Alternate Directors will have their expenses paid ONLY when replacing an absent Director at meetings of the Board. (Guidelines on back of expense form.)***

## **Executive Council**

**THE EXECUTIVE COUNCIL IS COMPOSED OF THE OFFICERS OF THE ASSOCIATION.**

**THIS BODY IS RESPONSIBLE FOR:**

- Co-ordinating the Association's affairs
- Managing property and funds
- Assigning of priority to issues for OPSBA work (subject to any regulations or restrictions which the Board of Directors may from time to time impose)
- Providing policy and advice/political direction
- Acting as the labour relations steering committee
- Transacting required business between meetings of the Board of Directors
- Other responsibilities as approved by the Board of Directors from time to time
- Vice-Chairs of the Regional Councils serve on Executive Council in the absence of the Vice-President/Chair of the Regional Council

**THE EXECUTIVE COUNCIL CANNOT ACT ON ANY OF THE FOLLOWING MATTERS WHICH ARE THE SOLE RESPONSIBILITY OF THE BOARD OF DIRECTORS. THESE INCLUDE:**

- Submitting to the Member Boards any matter or question requiring the approval of the Member Boards
- The appointment or removal of the President, Vice-Presidents and Executive Director
- Filling vacancies on the Board of Directors or in the office of the Auditor between Annual General Meetings
- Approving the annual budget and financial statements
- Amending by-laws
- Bestowing OPSBA Honorary Life Membership
- Approving of establishment of Work Groups

**THE EXECUTIVE COUNCIL MEETS\*:**

- Generally once a month or, at any time on the direction of the President or Chair of Executive Council
- At the written request of any four of its Members

\*Please note: Serving in a position on Executive Council requires a time commitment of approximately 12 full days per year.

***N.B.: Travel and accommodation costs will be paid by OPSBA for Members of the Executive Council when attending meetings of the Executive Council. A small honorarium is paid to Executive Council members in recognition of the additional time commitment.***

# Officers of the Association

THE OFFICERS OF THE ASSOCIATION ARE:

**President**  
**First Vice-President**  
**Second Vice-President**  
**Immediate Past President**  
**Five Regional Council Chairs/Vice-Presidents**  
**Enrolment Vice-President**  
**Secretary (Executive Director)**

## **The Role of the President or Designate**

- Presides at all general meetings of the Association and at the Board of Directors
- Responsible for general supervision of the Association's affairs
- Ex-officio member of all committees/work groups
- Acts as the spokesperson for the Association

## **The Role of the First Vice-President**

- Preside at meetings of the Board of Directors in the absence of the President
- Chair the Executive Council meetings and report on its behalf to the Board of Directors (this responsibility is alternated with the second vice-president)
- Represent the Association in the absence of the President, as required
- Any other duties as determined by the President

## **The Role of the Second Vice-President**

- Chair the Executive Council meetings and report on its behalf to the Board of Directors (this responsibility is alternated with the first vice-president)
- Represents the Association as required by the President
- Any other duties as determined by the President

## **The Role of the Regional Council Chairs/Vice-Presidents**

- Provide sound judgement on provincial issues at Executive Council meetings
- Serve as Chair of their Regional Council
- Chair Regional Council meetings
- Ensure regional concerns are explored at Regional Council Meetings and are presented to Executive Council and the Board of Directors
- Assess professional development and information needs for the Region and provide leadership in helping OPSBA meet those needs
- Help enhance Member Board commitment to OPSBA through liaison activities:
  - ensure feedback from Region on OPSBA policy issues and directions
  - encourage liaison work among all Member Boards
  - ensure that Boards in a Regional Council are kept fully informed of OPSBA activities through the Delegate and Board of Directors Members

### **The Role of the Regional Council Vice-Chairs**

- Replace the Regional Council Chair/Vice-President when absent or as required at Regional Council Meetings
- Replace the Regional Council Chair/Vice-President when absent from Executive Council meetings
- Attend Board of Directors and other meetings for the Association, as required, as an appointed Member Board Director

### **The Role of the Enrolment Vice-President**

- Provide sound judgement on provincial issues at Executive Council and Board of Directors meetings
- Any other duties as determined by the President

## **Directors and Alternate Directors**

### **DIRECTORS:**

- Attend Board of Directors' meetings and ensure their board's concerns are presented to the Regional Council Chairs/Vice-Presidents and the Board of Directors
- Vote on certain collective bargaining matters such as the ratification of a memorandum of settlement of central terms during bargaining years in accordance with the School Boards Collective Bargaining Act (SBCBA)
- Provide in camera updates to their boards, as appropriate, on bargaining matters
- Provide an opinion which he/she believes would reflect the general feeling of the board being represented at any Board of Directors meeting
- Help build Member Board commitment to OPSBA through liaison activities and information sharing with other trustees and Member Boards
- Keep senior administration informed of OPSBA issues, sharing available reports and position papers
- Ensure that their District School Board, group of authorities, treatment centre boards, or Indigenous trustees they represent are kept fully informed of OPSBA activities
- Ensure that OPSBA is kept informed of School Board needs, important issues and events

### Enhance communication between the Board and OPSBA by:

- Providing, on a regular basis, via a regular board agenda item, a report on Board of Directors meetings, conferences attended and key issues discussed at these events
- Ensuring that their Board responds to action requests for information
- Ensuring that their Board has the best possible participation in OPSBA policy positions by encouraging the Board to respond to OPSBA issues and discussion papers
- Ensuring that the OPSBA office is advised of any changes in positions at the Board, eg. Chairperson, Director, Delegate, Director of Education, address changes, other senior staff and representation changes

### **ALTERNATE DIRECTORS:**

- Replace Directors absent from Board of Directors' meetings
- May attend meetings of the Board of Directors, but vote ONLY when replacing their board's absent Director

***N.B.: The Directors that are appointed/elected to represent a group of boards or Indigenous Trustees (school authorities, school treatment centres or First Nation) have similar responsibility to those listed above, but should endeavour to represent the views of the group rather than one member board.***

## **Delegates and Alternate Delegates**

### **THE DELEGATE:**

- OPSBA Delegates work co-operatively with the OPSBA Directors to represent their Boards' interests at OPSBA and act as OPSBA liaison at their Boards, and therefore should make every effort to be *knowledgeable of*:
  - the issues currently under discussion at OPSBA
  - the position of OPSBA on these issues
  - the position of his/her own Board on these issues
- Be familiar with the full range of services that are available from OPSBA for trustees and administrators and encourage the maximum use of OPSBA services
- *Represent his/her Board:*
  - within the Region, to ensure that his/her Board's position and views on OPSBA policy development and direction is shared within the Region
  - at the meetings held by the Regional Council
  - as the Voting Delegate at the Annual General Meeting and Elections of OPSBA Officers
  - by ensuring that the Alternate Delegate is present if the Delegate cannot attend the above
- Be prepared to respond to an issue which may arise for the first time at any regional/general meeting. The Delegate should be prepared to provide an opinion which he/she believes would reflect the general feeling of the Board being represented. If it is a personal opinion that is being shared, it is important to acknowledge that and subsequently to confirm it with his/her Board
- Seek out opinions of other Delegates at Regional Council and Annual General Meetings about issues of local concern so that the Delegate is prepared to vote on issues at the meeting with the broadest knowledge base possible
- Ensure that his/her Board is informed of OPSBA issues and activities

### **ALTERNATE DELEGATE:**

- Be aware of the role of the Delegate
- Be prepared to replace the Delegate when necessary and represent his/her Board:
  - within the region
  - at the meetings held by the Regional Council
  - at the Regional Council Meeting and Elections held at the Annual General Meeting
  - as the Voting Delegate at the Annual General Meeting and Elections of OPSBA Officers

***N.B.: Member Boards may choose to appoint trustees other than the Director or Alternate Director to serve as their Delegate/Alternate Delegate to Regional Council and as Voting Delegate/Alternate at Annual or General Meetings.***



## **Core Issue Work Groups/ Ad Hoc Work Groups**

### **CORE ISSUE WORK GROUPS:**

- The number of work groups and the membership is established each year by resolution of the Annual General Meeting based on recommendations from the Board of Directors and OPSBA budgetary considerations
- Work groups reflect the association's focus and annual priorities and are established in general areas such as (examples only): finance, legislation, education program and curriculum, labour relations, communications and public relations, etc.

### **MANDATE:**

To advise the Board of Directors through Executive Council on matters falling within the areas of responsibility of each Core Issue Work Group.

- Composition of Core Issue Work Groups
  - members and Alternate Members will be appointed to the work groups as directed by resolution of the Annual General Meeting
  - any trustee from a Member Board in the Region will be eligible to serve on a work group
  - any elected or appointed Indigenous trustee will be eligible to serve on a work group as the Indigenous trustee representative
  - the Board of Directors will appoint one Member of Executive Council to each work group as a liaison member
- Core Issue Work Groups terminate
  - by resolution of the Board of Directors or Executive Council
  - at the next Annual General Meeting of the Association
- Trustee membership in a Core Issue Work Group terminates automatically if an appointed Member fails to attend three consecutive meetings of the Core Issue Work Group, unless otherwise decided by resolution of Executive Council
- The term, mandate and membership of each Core Issue Work Group will be established each year through the Annual General Meeting based on recommendations from the Board of Directors with input from Executive Council
- Core Issue Work Groups report through Executive Council to the Board of Directors
- **QUORUM:** The quorum for each Core Issue Work Group meeting shall be a simple majority of the Members of the Core Issue Work Group

### **MEMBER OF WORK GROUPS:**

- Attend Work Group meetings or participate in electronic meetings as representatives of their Regions or Indigenous Trustee Council
- Should a member of the Work Group be unable to attend a meeting, they should contact their Alternate Member of the committee in order that the Alternate may make arrangements to attend in their place
- Should be prepared to provide an opinion on an issue being discussed which he/she believes would reflect the general views of the boards being represented from their Region. He/she should be prepared to liaise on an issue with members of their Region should the need arise.

- Indigenous Trustee representatives should provide an opinion on an issue being discussed which he/she believes would reflect the views of OPSBA's Indigenous trustees. He/she should be prepared to liaise on an issue with members of the Indigenous Trustee Council as the need arises.
- Ensure that OPSBA positions receive the broadest input from members by encouraging response to OPSBA request for information and discussion papers that are circulated for input

**ALTERNATE MEMBER OF WORK GROUPS:**

- Be aware of issues under discussion at upcoming meetings and be prepared to attend and participate in work group meetings should the Alternate be contacted by the member of the Work Group who is unable to attend
- The Alternate member of the Work Group attends meetings only when the Member of the Work Group is unable to attend.

\*\* There are a minimum of two meetings of the Work Groups annually. However, additional meetings via teleconference or Adobe Connect are sometimes required.

**AD HOC WORK GROUPS:**

The Board of Directors or the Executive Council may from time to time appoint Ad Hoc Work Groups as they deem expedient for the purpose of advising the Board of Directors or the Executive Council. When appropriate, such Ad Hoc Work Groups shall include representatives from all Regional Councils.

The Board of Directors or the Executive Council (as the case may be) shall determine the jurisdiction, responsibilities and rules of procedure of each Ad Hoc Work Group. Each Ad Hoc Work Group shall report to the Board of Directors or the Executive Council (as the case may be).