



District 24 Waterloo

**Elected Position Descriptions for OSSTF District 24 *Teachers' Bargaining Unit***  
**For a more detailed description of each position, please consult the T/OTBU Constitution posted on [d24tbu.ca](http://d24tbu.ca).**

**Teachers' Bargaining Unit President**

(Two year term) **Not up for election this year**

The President is a voting member of all of the Bargaining Unit's committees, sub-committees, delegations and the TBU Executive. He/she chairs the TBU Executive, and is responsible for the initial version of Executive meeting agendas. He/she is the public spokesperson for the Bargaining Unit. He/she is responsible for the proper operation and application of all existing provisions of the Bargaining Unit's Constitution and By-laws, as well as for the administration of the Short Term Educational Leave (STEL) Program. He/she is a key person in striking the initial versions of the annual TBU and district budgets. He/she is heavily involved in both the formal and informal aspects of collective bargaining, and is the official representative of the Bargaining Unit for maintaining contact with elected trustees, senior Board staff, Provincial O.S.S.T.F., other O.S.S.T.F. districts and the other O.T.F. affiliates operating in Waterloo County. He/she is given full time release to fulfil the duties of the position, working out of the District Office.

**Teachers' Bargaining Unit Vice-President**

(One year term)

The Vice-President shall serve as the Vice-Chair of the TBU Executive. The Vice-President shall sit as a voting member on the following committees: Teachers' Council, Collective Bargaining Committee, Bargaining Unit Administration and District Executive. The Vice-President shall carry out additional duties as delegated by the President and must be prepared to assume all or some of the duties of the TBU President or Chief Negotiator/Grievance Officer in the event of illness or other inability to act.

**Teachers' Bargaining Unit Chief Negotiator & Grievance Officer**

(Two year term)

The Chief Negotiator is the leader of Collective Bargaining for the Teachers' Bargaining Unit, aided and assisted by the Collective Bargaining Committee. The Chief Negotiator is the main spokesperson in any on-going negotiations activity, including staffing, benefits, leave plans, salary, working conditions, grievances, representation of members for any disciplinary issues and other related matters for the Teachers' Bargaining Unit. This position includes participation in Teachers' Council, Teachers' Executive, Occasional Teachers' Committee, BUAC, and this officer is an AMPA delegate as well as a Provincial Councillor. The Chief Negotiator is also on full time release to fulfil his/her duties.



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**Teachers' Bargaining Unit Treasurer**  
(One year term)

The Treasurer, a voting member of the TBU Executive and the TBU Rep. Council, is responsible for the preparation and administration of the annual TBU budget, the regular compliance of all concerned with TBU, District, and Provincial financial procedures, producing regular financial status reports throughout the year for the TBU Executive, the TBU Rep. Council and TBU General Meetings, and for District Executive as required, and for recommending to the TBU, the Executive, TBU Committees, and General meetings financial procedures for the prudent administration of TBU funds. Considerable secretarial time is normally available to the TBU Treasurer via the TBU office.

**Teachers' Bargaining Unit Recording Secretary**  
(One year term)

The Secretary is a voting member of the TBU Executive and is responsible for accurately recording the minutes of all TBU Executive, Annual and Special General Meetings.