



Policy Manual of the ATA Palliser District Teachers' Convention Association

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CONVENTION POLICY

**PALLISER DISTRICT TEACHERS' CONVENTION OF THE ALBERTA
TEACHERS' ASSOCIATION**

FEES

- 1.1. All members of the ATA employed as full or part time teachers by boards of member locals as of February first, shall pay an annual convention fee plus the GST. The fee will be set at the May/June meeting.
- 1.2. Substitute teachers employed by boards of member locals shall be eligible to participate in the convention and shall have their fee waived.
- 1.3. Teachers of private, charter, and federal schools within the boundaries of the convention or elsewhere as approved by the board, shall be eligible to participate in the convention upon payment of a fee as stated below:
 - 1.3.1 Members of the ATA/Canadian Teachers Federation the regular member convention fee
 - 1.3.2 Non-members of the ATA/CTF – Purchase of associate membership in the Alberta Teachers' Association is required before December 30 prior to Convention plus the regular member convention fee
- 1.4 Eligibility for more members to attend - expanded associate membership categories include Elders, Knowledge Keepers and Cultural Advisors, and non-certified educators employed by First Nations School Authorities. As associate membership is required to attend teachers' conventions, we encourage all guest registrants to sign up for associate membership through the ATA first and then register as a guest for teachers' convention.
- 1.5 Members of student locals who are eligible to attend shall have their fee waived
- 1.6 All retired teachers who hold an associate ATA membership are eligible to attend convention and have their fee waived.
- 1.7 Social workers, psychologists, therapists or clinicians employed by school boards within the boundaries of the convention or elsewhere as approved by the board, shall be eligible to participate in the convention upon payment of a fee as stated below:

Employed by member school boards of the convention – ATA associate membership fee before the December 30th prior to Convention plus the regular member convention fee

Employed by non-member school boards of the convention – ATA associate membership fee before the December 30th prior to Convention plus double the regular member convention fee.
- 1.8 All fees shall be payable on or before the date of the Convention.
- 1.9 First payment of the convention fees paid by locals is due October 31st based on an estimate of half of the number

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of teachers who will attend the convention. The second payment, which is due on or before convention, will be based on the January Barnett House fee remittance count, minus the first payment. Contact the treasurer indicating teacher numbers (full-time and part-time both pay the full amount) to receive an invoice prior to payment.

1.10 PDTCA will review and/or revise fees as needed every five years for Convention years ending in 5 and 0.

FINANCIAL CONTROL

- 2.1 The fiscal year for the Convention year shall be July 1st to June 30th.
- 2.2 The Treasurer shall present a statement of revenue, expenditures and a balance sheet to the board at each of its regular meetings. An itemized breakdown of expenditures shall be provided to the Board on request.
- 2.3 There shall be an annual audit of the funds of the convention by an auditor appointed by the board. The audited annual financial statement and a ~~tentative~~ budget shall be presented to the Board at the first meeting of the new fiscal year.
- 2.4 The Treasurer shall forward to the ATA member locals and to the Provincial Treasurer of the ATA a copy of the approved annual audited financial statement.
- 2.5 The budget shall be prepared by the executive and presented to the Board at the May/June meeting. If a fee increase is recommended, then we will follow the procedure outlined in our Constitution 14.1.3.2.
- 2.6 Emergent and special expenditures (any expenditure not included in the budget) shall be approved for proposal by the President and presented to the board for approval.
- 2.7 All requests for reimbursement of expenses must be submitted on an expense claim form and include all receipts.
- 2.8 While on ATA Business whereby the PDTCA is requested by provincial ATA to send a specified number of delegates, those delegates should submit all expenses to Barnett House first. Any expenses not covered provincially may be claimed back through the PDTCA.
- 2.9 The Treasurer shall maintain an inventory of all assets owned by the convention.
- 2.10 Based on a three-year cycle, PDTCA Executive members will purchase a new computer device not to exceed \$1500. Software necessary for a specific position will be paid for by PDTCA. New computers are budgeted to depreciate by one third of their original value per year.
- 2.11 Computer equipment will be ready for disposal after three years.
- 2.12 Equipment for disposal: the primary user of the equipment has the first right of refusal to purchase for \$50. If an Executive member chooses not to purchase the laptop, then other Board members will have the opportunity to purchase by lottery. Any memory of such equipment must be zeroed with a certificate of proof before transferring ownership. PDTCA will cover such costs.

BOARD MEMBER EXPENSES

- 3.1 Board members shall be reimbursed at the current rate set by the ATA for travel on Board business.
- 3.2 All Executive Board members, regardless of travel distance, shall be entitled to a hotel room. Board members who must travel over 100 kilometres one way to attend meetings, or having special circumstances approved by the President, shall be entitled to the cost of a hotel room overnight. Bookings shall be made through the Facilities Chair. Subsistence for Board members to cover the cost of meals will be paid at a rate to a maximum of \$20.00 per breakfast, \$30.00 per lunch,

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and \$50.00 per dinner with receipts or as needed for group catering at host facilities.

- 3.3 Costs for parking will be reimbursed for all Board members to attend board meetings.
- 3.4 Board members and Executive members requiring a substitute shall be considered on an individual basis and must have prior approval from the President.
- 3.5 Accommodations and parking during the convention shall be provided to Executive members and Contracted Positions for three nights at the host hotel.
- 3.6 Accommodations and parking during the convention shall be provided to all other Board members one night at the host hotel.
- 3.7 All Executive Chairs and Contracted Positions will receive a reimbursement for reasonable personal expenses and an honorarium of \$125.00 per month. The honorarium (\$1500.00) will be paid in November/December and the reimbursement for home office expenses (\$450.00) will be paid in February. This payment will be paid upon receipt of a claim form.
- 3.8 All appointed Assistants will be eligible for a home office expense of \$15.00 per month. This payment will occur by the end of the fiscal year and will be paid upon receipt of a claim form.
- 3.9 All Executive chair positions and contracted positions will receive appropriate equipment to perform their duties.
- 3.10 With the approval of the President, Honorarium for convention work completed outside of school hours shall be \$100.00 for a full day and \$50.00 for a half day including travel time, excepting Board or Executive meetings. For convention work completed during the school calendar on a non-school day, Executive Board members may choose to take an honorarium of \$100.00 or a day in lieu of the cost of a sub, on a non-operational day, with approval of the President.
- 3.11 Executive Board members may attend another Alberta Teachers' Convention on behalf of the Palliser District Teachers' Convention with prior approval from the President. Expenses for hotel room, parking, mileage, food, and substitute will be covered if required.
- 3.12 Board and Executive members who are substitute teachers, retired teachers, or on non-medical leave, will be paid the RockyView substitute rate for meetings that occur during a school day.
- 3.13 If requested, Board and Executive members may be provided an advance on a reimbursement for expenses expected to incur for convention business (e.g. Summer Conference).

SIGNING AUTHORITY

- 4.1 All cheques, vouchers, and/or certificates issued on behalf of and as directed by the Board must be signed by two of the President, Treasurer, Executive Staff-Officer-or such other officers as designated by the convention board.
- 4.2 The financial statement will be submitted at all quarterly executive and board meetings. Upon request, a list of cheques written in that time period will be presented.

PAYMENTS TO SPEAKERS

- 5.1 The Treasurer is authorized to make the following payments to non-local speakers:
 - a) Speaker fee as negotiated

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- b) Travel and subsistence as per the PDTCA Speaker Guidelines (posted on the pdtca.org website)
- c) Other costs as negotiated

Speaker Expenses

a. **Accommodations:**

Out of town, non PDTCA delegate **speakers** will be provided with accommodation as required at our host hotel in Calgary. Additional accommodation will be at the expense of the speaker unless pre-arranged by PDTCA. Incidentals charged to the room will not be reimbursed (i.e., liquor, movie rentals, room service, etc.). Further information regarding accommodations, if required, will be included in a speaker confirmation package. Any costs of accommodation beyond those of the Speaker specifically are the responsibility and at the sole expense of the Speaker, unless otherwise arranged in writing with the Association.

b. **Travel & Subsistence**

The association will provide a noon luncheon for all speakers on the day/days the speaker is presenting a session. Speakers will be reimbursed for all travel, parking and subsistence as per guidelines below. No other expenses incurred by the speaker will be covered by the Association. ***The Speaker is responsible for making all travel arrangements.***

Travel & Subsistence Allowance*	
Banff	\$200
Edmonton	\$400
Fort McMurray	\$700
Grande Prairie	\$700
Lethbridge	\$300
Medicine Hat	\$400
Red Deer	\$200
Toronto, Montreal, Quebec City	\$800
Maritimes	\$1200
Vancouver	\$600
Victoria	\$600
Winnipeg	\$700
Regina	\$600
Saskatoon	\$600
Vicinity of Calgary	\$30.00

***Allowance for any locales not listed will be based on the nearest large city. Travel and subsistence allowance (which includes parking) does not apply to Local Speakers (Speakers who are required to attend Palliser Convention as a delegate).**

5.2 The Treasurer is authorized to make the following payments to local speakers. The local presenter fee is \$200.00 per time block. Local presenters are not entitled to claim any expenses. If the presentation involves more than one person, the total fee will be divided by the number of presenters.

5.2.1A local presenter is a teacher presently employed, full or part-time, by a member board of the Palliser District, and is a member of the ATA Local within the Palliser District. As a guideline, local presenters are encouraged to attend at least 50% of the PDTCA convention as a delegate.

5.3 Photocopying services will be neither provided nor reimbursed.

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5.4 Speakers shall be permitted to advertise their own books and materials at the convention only at a Board authorized venue.

HOSPITALITY SUITE

The Board shall lease a hospitality suite **during** the convention. All speakers, board members, and guests shall be welcome in the suite.

EXHIBITS

The Palliser Convention Board provides space for organizations, businesses, and non-profit groups to display their products and services. The Convention Board must ensure that these displays contribute to the professional appearance and the positive image of the teaching profession. In so doing, the following guidelines are provided to assist in selection of booths:

- 7.1 All Exhibits are to be arranged by the Exhibits Chair
- 7.2 The Exhibits Chair shall provide the Contracted Executive Assistant ~~with a list of exhibitors~~, hours of operation and pertinent information.
- 7.3 Space shall be provided at no cost to the ATA and Specialists Councils.
- 7.4 Preference will be given to vendors who promote the teaching profession or public education.
- 7.5 Exhibitors must clearly state what is going to be sold or promoted on the application to display form.
- 7.6 Exhibits must be designed and displayed with consideration for the safety of convention delegates.
- 7.7 Controversial subject matter must be carefully considered, and a balanced approach provided in the overall displays at the convention.
- 7.8 All Exhibits will be accepted, at the discretion of the PDTCA Board, provided they support the Program of Studies, Teaching Quality Standard (TQS) and Leadership Quality Standard (LQS), wellness, priorities of the Association and programs in PDTCA schools.
- 7.9 Applications from companies that sell, promote or display products and information that violate ATA policy or damage the image of the teaching profession or public education will not be accepted.
- 7.10 Consideration will be given to the Association's business partnership with Belairdirect Insurance, and Capital Estate Planning.
- 7.11 Signs based on legal advice regarding disclaimers for exhibits will be prominently posted at the Exhibit site.
- 7.12 In the event the chairperson of Exhibits has a concern regarding the appropriateness of an exhibit application, he/she will seek advice from the President and/or District Representative of the convention association and/or the Provincial Convention Factotum.
- 7.13 Appeals from exhibitors regarding the decision of the Exhibits Chair should be directed in writing to the convention Executive at least one month prior to the convention. The decision of the Executive will be final.
- 7.14 Exhibitors who cancel prior to November 30th of a given year shall receive a full refund minus a 25% booking fee. Exhibitors who cancel between December 1st - 31st, will receive a refund of 50% of the fee and GST. Exhibit

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space cancelled after December 31st, will result in the forfeit of all fees.

PROGRAM

- 8.1 Sessions for the Palliser District Teachers' Convention Association of The Alberta Teachers' Association will be selected that:
- 8.1.1 Support the Mission and Vision statements of the Palliser District Teachers' Convention Association Constitution.
 - 8.1.2 Support the Program of Studies, TQS, LQS, wellness, priorities of the Association and programs in PDTCA schools.
 - 8.1.3 Highlight initiatives of the Alberta Teachers' Association related to teaching and learning.
 - 8.1.4 Promote public education as defined by The Alberta Teachers' Association.
 - 8.1.5 Enhance the image of the teaching profession.
 - 8.1.6 Utilize the expertise of Specialist councils of the Alberta Teachers' Association.
 - 8.1.7 Consider Alberta Education curriculum implementation for the next 3 years.
 - 8.1.8 Include sessions involving authorized curriculum resources.
 - 8.1.9 Are in keeping with ATA policy directions.
 - 8.1.10 Avoid alignment with any political party.
 - 8.1.11 Involve consultation with the Convention President when the Program Chair is uncertain of session suitability.

RECOGNITION

- 9.1 Of a **Board member** to be done by the Board at an appropriate time.
- a. Criteria: Long term service: A memento, not to exceed \$50.00 is to be awarded upon stepping down from the Board if the member has completed at least five years of service. A hotel room, tax and parking on the Wednesday evening of Convention is offered at the expense of the board to the long-term service Board members so they can attend the President's Reception.
- 9.2 **Honorary President:** (non-Board member) to be done publicly during the Convention with a gift. The following expenses will be covered for the Honorary President and one guest sharing: A hotel room, tax, parking, and a \$50.00 food and beverage gift card for the Wednesday evening of Convention is offered at the expense of the Board to the Honorary President so they can attend the President's Reception.
- a. Criteria: A teacher who currently is or has been employed by one of the PDTCA member local boards and is one or more of the following:
 - a) Person is, or has been, actively involved in ATA affairs at the local, regional or provincial level, or
 - b) Person is, or has been, providing innovative curriculum in the classroom, or
 - c) A teacher who is, or has been, providing outstanding instruction in the classroom

Recommendations:

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- a) Recommendations may be made by a local or by individual board members.
- b) The recommendation should be in written format and must include biographical data to be submitted to the secretary, president and Contracted Executive Assistant. If a recommendation is not received before or during the September Board meeting, an Honorary President will be appointed, if appropriate.

Selection: The candidate will be selected by a majority vote of the Board.

Gift: The nominator and/or Vice President will be responsible for purchasing a gift of a value not to exceed \$500.00

CONVENTION ATTENDANCE

- 10.1 Requests from members of the Palliser District Teachers' Convention to be absent from the annual convention to attend an alternate professional development activity shall be managed by the Provincial Association as per the [current ATA Provincial regulations](#)
- 10.2 Members who are ill or absent through provision of their collective agreement shall follow established practices in their school division in reporting an absence or receiving permission for a leave.

DUTIES OF A BOARD MEMBER

- 11.1 Attend all general meetings of the Board, including the PDCTA convention. Continuity and regular attendance of the Board members is essential for the efficient and consistent functioning of the Board. **Board members are not to miss more than two meetings per convention year, or three meetings per two-year term of service and monitored by secretary** Should this occur, the member may be removed from the board with a majority vote from the Executive, and the President will notify the Local.
- 11.2 There are typically 5 Board meetings per Convention cycle: March, May, September, January and the Convention event.
- 11.3 Inform the President, Secretary and the Facilities Chair, a minimum of eighteen days prior to your absence, if you are unable to attend any board function.
- 11.4 Become conversant with the contents of the Policy and Constitution of the PDTCA. Copies of the Policy and Constitution will be available on the website and be updated annually.
- 11.5 Be an active liaison with your ATA local and submit any local concerns in writing via email to the Past President at least 7 days prior to a meeting. If we do not have a past president all concerns should be emailed to the President.
- 11.6 After each meeting, Board members will distribute the highlights as published by the Secretary to members of their local.
- 11.7 Provide their local with the following:
 - a) Attendance policy and request for alternate PD procedures by October 30.
 - b) Audited financial statements.
- 11.8 Ensure a digital logo is given to the Facilities Chair for display at the Convention.
- 11.9 Usher sessions during the convention and other duties determined by the executive. Information will be forthcoming from the Vice President and sign-up by Board members for a predetermined number of duties. *Executive members may be exempt because they will be carrying out the duties or obligations of their respective positions.
- 11.10 No Board member shall use their position for personal gain.

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- 11.11 Align yourself with an Executive on Board to help when needed.
- 11.12 During Convention, support with the setup and clean up, before, and after convention.
- 11.13 Attend the President's Reception on Wednesday evening prior to the Convention.
- 11.14 No active Convention Board members should apply for alternate PD due to the responsibilities they have during the Convention.
- 11.15 Active Convention Board members can present up to 50% of their time at Convention according to but still need to fulfill 100% of the duties as outlined by the Vice President.
- 11.16 When contacted regarding statements or concerns about Association business or events, all Board members and Executive members will defer to the President of PDTCA to respond.

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DUTIES OF THE PRESIDENT

General Duties:

1. Maintain a good working relationship and a positive atmosphere among Board members.
2. Preside efficiently and effectively over Board meetings.
3. Communicate regularly with Executive Board members to keep abreast of progress in their areas, especially from December to Convention week.
4. Coordinate all sub-committees of the Board.
5. Be receiver for all reports from Executive, sub or ad hoc committees.
6. Be the official spokesperson for the Board.
7. Write any news releases and provide responses to information requests from the media or the public.
8. Approve meeting agenda 2 weeks prior.
9. Contact any Board members who have missed more than two meetings, then notify that member's local as to the lack of attendance.
10. Ensure 2 reps are registered for Spring and Fall Convention Meetings, and PDAC.
11. Ensure 2 reps are registered for Summer Conference (President/Program Chair or alternates)
12. Assume signing authority for all cheques, vouchers, and/or certificates issued on behalf of and as directed by the Board, as required.

April

1. Contact ATA staff to ensure that contracts are set up and completed for any contracted positions.

August

1. Attend ATA Summer Conference or arrange for an alternate to attend.

September

1. Conduct a meeting of the Board and Executive Meeting to review all Convention preparations.
2. Request a progress report from all committee chairs.
3. Ensure that the President of the Alberta Teachers' Association has been invited to next year's convention.

October-November

1. Approve the agenda for the Executive meeting.
2. Maintain contact with Executive members.
3. Attend Fall Convention Meeting or arrange for an alternate to attend.
4. Attend Fall Professional Development Conference (PDC) or arrange for an alternate to attend.

January - February

1. Ascertain the status of duties of all Board and Executive members and facilitate any assistance needed.
2. Invite special guests as determined by the Board and/or Executive.

Convention

1. Preside over the annual Convention of Palliser Teachers
 - a. Call upon the person responsible for the introduction of the Honorary President.
 - b. Present any other honours.
 - c. Review and approve the Opening Remarks-written by the Program Chair.
 - d. Introduce a Keynote Speaker

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2. Be available at all times during the Convention.

March:

1. Fill in your section of the digital annual report for the March Board meeting.
2. Preside at the Board meeting following the annual convention.
5. Complete all business arising from that Convention.
6. Appoint additional assistant positions as required.
7. Ensure the Past President, as Returning Officer, has a proposed slate of officers.
8. Attend Spring Convention Meeting with the Program Chair or appoint an alternate to attend.
9. Attend Spring Professional Development Conference (PDC) or appoint an alternate to attend.

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DUTIES OF THE PAST PRESIDENT

1. Assume the role of parliamentarian.
2. Arrange for provision of supplies in a hospitality room (adjoining suite) for executive meetings.
3. Establish an ad hoc committee to initiate policy and procedure review and revision as required.
4. Establish an ad hoc committee to initiate Constitution review and revision as required.
5. Receive, review, and respond to Local Concerns.
6. Carry out duties as assigned by the President.

November to January

1. Invite all Board Members to the Hospitality suite during convention
2. Attend and preside over the December Constitution and/or Policy meetings.

Convention

1. Attend the Wednesday afternoon executive meeting if one is called.
2. Arrange for provision of supplies in the hospitality suite and the Wednesday evening Honorary President's Reception.
3. Have signing authority for all the supplies brought to the hospitality suite and the Wednesday evening reception.
4. Arrange for people to serve behind the bar in the hospitality suite (where necessary).
5. Arrange for removal and storage of all unused stock for use the following year. Keep an inventory of the unused stock.
6. Manage the Executive Hospitality Suite during Convention.
7. Contact housekeeping between uses.

March

1. Chair a standing committee for the purpose of receiving nominations and preparing a slate for the executive officers' elections.
2. Preside over the election of officers at the Board meeting.

April

1. Contribute to the digital Annual Report.

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DUTIES OF THE VICE-PRESIDENT

1. Take charge of the affairs of the Convention Board in the absence of the president.
2. Call and preside at all meetings of ad hoc committees established by the Convention Board.
3. Orient all session hosts for pre-registered sessions.
4. Maintain the Frequently Asked Questions website link.
5. Pass on a Digital copy of Vice President Reports etc. to the next Vice President.

September to January

1. Send email to Board members after notice in September to remind members to ask their Council of School Representatives to bring nominations for honorary president to the September/October Board meeting.
2. Obtain biographical data and picture for the Honorary President from their nominator and send to webmaster to be included on the web page
3. Notify the Honorary President of their selection and if they accept invite them to the Wednesday evening social and cc the Facility Chair.
4. Order necessary Convention vests and name tags for convention. Keep track of the number of extra vests.

January

1. Arrange Long-Term Service award gifts and cards.
2. Invite receivers of Long-Term Service awards to the Wednesday evening social and cc the Facility Chair
3. Coordinate the gift and card for the Honorary President.
4. Prepare a sign-up sheet of duties and responsibilities for board members during the convention for the January meeting. for example: [LINK](#)
5. Assign an attendance taker in each of the pre-registered sessions as required by the Program Chair.

Convention

1. Attend the Executive Board meeting on Wednesday afternoon prior to convention if one is called.
2. Ensure there is a presenter and speech for the President's Reception at the Wednesday evening social.
3. At the Wednesday evening social, introduce special guests including Long Term Service Award Recipients and any person making a presentation.

April

1. Contribute to the digital annual report for the April Board meeting.

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DUTIES OF THE TREASURER

1. To keep an account of all financial transactions of the convention board in conjunction with the Financial Executive Assistant.
2. To present budget and financial statements as required.
 - a. Post-convention un-audited statement (March/April meeting)
 - b. Preliminary budget March/April meeting
 - c. New convention year budget communicated to board members prior to the (May/June meeting)
 - d. New convention year budget vote to accept (May/June meeting)
 - e. Balance sheet, Budget versus actual expenses every meeting
3. To cause the financial records to be audited at the conclusion of the convention year. This is to be presented at the September meeting. Advise board members that the audited financial statement is to be taken back to their Local Treasurer. Email a copy of the audited financial statement to the local treasurers for their records.
4. To cause an appeal of any member's expense claim should it be deemed excessive. The appeal board shall consist of the President, Treasurer and a third party to be determined, and shall occur at an open hearing at the executive level.
5. To prepare a budget for the new convention year and present a preliminary budget at the May meeting. To provide financial advice to all convention committees and individuals as required. Make a recommendation to increase fees (May Meeting) or cut expenses to keep the board from ending up in financial difficulty.
6. At Convention, check in and pay all speakers that come to the desk, request any information that is missing from the expense claim.
7. Contact and mail payments to all speakers who did not come to the Convention desk.
8. Accept and enter payment information from vendors into the exhibitor database.
9. Following the audit, forward to Provincial Executive Council an audited financial statement for the previous year (end of September).
10. Attend the pre-convention, Wednesday afternoon meeting with the hotel/Convention Centre staff if required.
11. In October, send an email to local treasurers requesting partial convention fee payment based on an approximate number of part-time and full-time teachers.
12. Following the Convention, send a report of all honoraria paid to speakers to Barnett House as well as all required contact information and Social Insurance Numbers. Request this report from the Contracted Financial Assistant.
13. In December, send a report of all honoraria paid to Convention Board Members to Barnett House as well as all required contact information and Social Insurance Numbers. Request this report from the Contracted Financial Assistant.
14. Attend the annual Barnett House Treasurers' Seminar.
16. Annually update the cheque signing authority information in conjunction with the financial institution and appropriate executive members.
17. Contribute to the digital annual report for the April Board meeting.

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DUTIES OF THE CONTRACTED EXECUTIVE ASSISTANT

1. To keep an account of all financial transactions of the convention board in conjunction with the treasurer.
2. To have a sound knowledge of accrual accounting, electronic accounting programs and be able to properly track GST and submit GST reports to the government.
3. To prepare in collaboration with the Treasurer and budget and financial statements as required.
 - a. Post-convention un-audited statement
 - b. Preliminary budget
 - c. Balance sheet, Budget versus actual expenses, and list of cheques written (all board meetings)
4. To deposit all monies received and to pay by cheque all bills and invoices as received. To collect expense claims from Board members at the Board meetings and pay the expenses at the meeting or within two weeks following the meeting.
5. Assist the Program Chair in preparing speaker contracts, and expense claims to make sure these documents have all the information required by Barnett House for tax records. Prepare all speaker expense claims from the online database before convention.
6. Prepare speaker cheques so that they are ready to distribute at convention. Prepare a list of speakers who will be at the Convention so that they can be checked off as they are paid.
7. Create signs for rooms regarding who will be presenting and at what time
8. Assist the Treasurer at Convention with the following duties: pay all speakers that come to the desk and request any information that is missing from the expense claim.
9. Deduct 15% income tax from all US speakers' fees before paying them. This fee needs to be converted to Canadian Dollars and sent to Barnett House as soon as possible after the speaker is paid along with all the required speakers contact information. If the speaker has a waiver from Revenue Canada, then this deduction does not need to be made. The waiver must be retained with the financial files.
10. By the end of May, send a report of all honoraria paid to speakers to the Convention Treasurer as well as all required contact information and Social Insurance Numbers/Business Numbers. There is a form for the required information.
11. In December, prepare a report of all honoraria paid to Convention Board members as well as all required contact information and Social Insurance Numbers and forward it to the Convention Treasurer. There is a form for the required information.
12. Attend the Barnett House Treasurers' Seminar if required to do so by the Convention Treasurer.

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DUTIES OF THE SECRETARY

1. To accurately record and distribute all minutes within 2 weeks of the Board meetings to the Webmaster and to the Barnett House ATA convention representative.
2. Prepare Hi-Lights of Full Board meeting and e-mail to representatives for distribution in the locals.
3. To write any necessary correspondence, as well as to file and bring any incoming correspondence to the meetings of the Board.
4. To prepare the Agenda for each Executive/Board meeting and send it to the President for approval.
5. To prepare and send all notices of meetings and agendas three weeks before meeting dates.
6. To prepare and forward to the Provincial Executive Council all required forms.
7. Prepare and maintain an accurate contact list of Convention Board members after each Board meeting and forward to Webmaster.
8. To maintain a file of past Convention Board minutes, forms and correspondence.
9. Update name bars as required. Ensure name bars are at all meetings.
10. Notify the Convention Board Representative at Barnett House of new members and the change of executive each year.
11. Attend the executive meeting of the Board on Wednesday afternoon prior to convention if one is called.
12. Update list of service records for Board members and provide the names of recipients to the Vice President, Treasurer, and Facility Chair.
13. Ensure the winner of the hotel gift certificate if offered is notified and the gift certificate is sent after the Convention
14. The secretary may second every motion at executive and Board meetings.
15. Submit an Annual report to ATA Barnett House following convention as required.

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DUTIES OF THE PROGRAM CHAIR

April - June

1. Set date on closing of proposal site.
2. Update the Board on delegate evaluations and potential recommendations for the next convention, based on previous Convention.
3. Call and plan the program sub--committee meetings, if required.
4. Attend the meeting of the Board and present the proposed program regarding:
 - a. Program format
 - b. Possible keynotes
5. Initiate endorsed program, delegate members of board to solicit speakers, especially where traditionally topics are hard to find.
6. Attend Spring PDAC or designate an alternate.
7. Appoint 1 assistant as needed, as approved by the executive board.

July - August

1. Chair program planning sub-committee meeting
2. Follow through on selected speaker proposal submissions.
3. Assign the time, date and room slot to each selected session, with a goal of 200+ sessions booked by the end of August.
4. Provide the financial assistant with invoices for keynote or featured speakers who require a pre-payment.
5. Attend the ATA Summer Conference or designate an alternate.

September - October

1. Present progress report of speakers confirmed to date to the general meeting of the Board and make any necessary adjustments.

November - February

1. Prepare an update for November/December Executive and January meetings.
2. Meet with Facilities Chair and Vendors (Hyatt and Telus Convention Center) and AV contractors' representatives to ensure the needs of presenters are being addressed.
3. Forward contact information to the Vice - President for hosts for pre-registered sessions prior to the January meeting.
4. Attend Fall Convention Meeting and Professional Development Area Conference (PDAC) or designate an alternate.

Convention

1. Be available at all times during the convention.
2. Attend the Wednesday afternoon executive meeting if one is called.
3. Attend the pre-convention meetings with the hotel and convention staff.

DUTIES OF THE PROGRAM COMMITTEE MEMBERS/VETTERS

May - July

1. Attend the Program Committee meetings, as called. (Especially the one in the summer)
2. Follow through on duties as delegated by the Program Chair.
3. Direct any potential speakers to the on-line speaker proposal form.
4. Assist with finding speakers to fill possible holes in the program.

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5. Follow directions for vetting sessions

Convention

1. Maintain contact with the front desk and confirm the arrival of the speakers.
2. Be available at all times during the convention.

DUTIES OF THE PROGRAM ASSISTANT

1. Duties will be assigned by the Program Chair.
2. Assist with preparing for the summer committee planning day.
3. Assist with vetting sessions on planning day
4. Assist with contacting people and ATA committees to fill holes in the program.
5. Assist with data entry/program placement when needed.

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DUTIES OF THE SOCIAL MEDIA COMMITTEE MEMBERS

General

1. Attend all executive and board meetings at the expense of the board.
2. Maintain the Frequently Asked Questions website link.
3. Solicit Board Members to help as needed

May - July

1. Promote convention deadlines such as speaker proposals, alternate PD deadline

December - January

1. Promote Featured Speakers
2. Answer any potential messages received related to convention and redirect any controversial messages or questions to the president
3. Promote important information as convention approaches

February

1. Promote sessions, speakers, day schedules
2. Reminders of need-to-know organizational information

Convention

1. Advertise Frequently Asked Questions
2. Address emergent issues and/or troubleshooting
3. Help run contests and engagement
4. Highlight teacher learning
5. Promote aspects of convention including exhibits
6. Highlight successes of convention in summary

Spring

1. Share any emergent news from convention
2. Invite via social media any speakers to start applying for next year's convention

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CONTRACTED: EXECUTIVE ASSISTANT

(Website/Publicity/Evaluations Contracted Position)

General

1. Attend all Executive and Board meetings at the expense of the Board.
2. Create a website and electronic booklet (Sched) for the convention information. Create an online database and use the data to prepare speaker contract package documents to be sent to speakers as directed by the Program Chair. This data will also populate the website.
3. Within one week of receiving the information, post the agendas, reports and meeting minutes, on the private web link known to Board members only. Post the Policy Handbook on the public side of the website. Post all Convention information within one week of receiving the information from executive members. In some cases, the information may need to be updated immediately upon receiving it.
4. Needs extensive knowledge in creating online forms and databases to collect and retrieve information for the program and for pre-registration. Advanced spreadsheet skills are also a requirement.
5. Make sure our domain name palliserconvention.org and pdtca.org are renewed annually and that our web space is purchased also. The providers, usernames and passwords to do this needs to be passed on in the event there is a new web master.
6. Monitor the email address info@pdtca.org daily and respond or forward the email to the appropriate executive member if necessary. Be prepared to give tech support to board members, speakers, exhibitors, or teachers who email due to a problem understanding or accessing the convention website.

January

1. At the January board meeting distribute:
 - a. Plastic holders and inserts for ID tags for exhibitors if requested by the exhibits chair.
2. Email all speakers a minimum of four weeks prior to the event date to provide a general reminder message which includes all relevant contract information.
3. Prepare and have ready online forms to allow delegates to pre-register for sessions beginning five weeks before the week of convention. These results need to also be viewable by the delegates and the speakers. Close pre-registrations two Sundays before the week of convention.
4. Add Exhibitors to the scheduling app.
5. Request Off-Site liability insurance certificates from Provincial ATA and email them to speakers of Off-Site sessions.

February

1. Close pre-registrations two Sundays before the week of convention. Ensure that lists of the pre-registrations for on-site sessions are available at the convention desk.
2. Email teachers letting them know if they are registered or on the waiting list for each session they signed up for. Remind them to delete their registration right up until the session starts to make room for someone on the waiting list. Those on the waiting list are reminded to check the lists right up until the session starts.
3. Email all speakers who asked for pre-registration to make sure they can access their lists online and print them.
4. Prepare a PDF of the Convention at a Glance in large format posters and send it to Barnett House or a local printer for printing into large format posters 42" wide and the height of the stands. Bring five posters of the Convention at a Glance

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for each day of Convention to the convention. Prepare a large poster showing maps of the venues and bring five copies to the Convention. Prepare two large posters of the exhibits floor plan with a list of exhibitors and bring it to the Convention. These posters will be attached to stands which the convention board owns.

5. Prepare and bring speaker name tags, which include all their session information and lunch permission, and internet access code, to convention. These should be inserted into a lanyard for each speaker and will serve as his or her luncheon admission as well.
6. Prepare a letter sized PDF of the Convention at a Glance for each day and post it on the homepage of the website.
7. Post Evaluation links, (delegate feedback/speaker feedback/exhibitor feedback/convention as a whole) as needed on the homepage of the website.
8. Create and post signs for each room to say who will be presenting and at what time.

March

1. Email each speaker their written evaluation comments and summary information for each session they presented and respond to their questions. This information is available in Sched in spreadsheet form and needs to be formatted for each individual speaker. Submitter names and email are collected by Sched and must be removed.
2. Update the website with the hotel draw winners, pictures of the honorary president, and the exhibitor that was honoured.
3. Create an online speaking proposal for speakers to fill in if they wish to present at the Palliser Convention or if they are directed to do so by the Program Chair or members of the Program Committee. The results feed into a database, which holds all the information that the speakers submit. This form and database need to be online on the website by April 1st.

April

1. Evaluations results if available need to be on the website by the April meeting.
2. Remove the website information related to the February convention.

May/June/July/August/September

1. Create an online form with dropdowns for the board members assisting the Program Chair in vetting the speaking proposals. These vetting evaluations should feed into the speaking proposals already submitted by speakers.
2. Prepare the speaker contracts using the online database.
3. Upload these contracts to each speaking proposal for the speakers to download, sign and upload back to their speaking proposal.
4. Monitor which contracts have been returned and email reminders to speakers who have not signed and uploaded their contracts. Inform the Program Chair of this progress on a regular basis.
5. Continue to create and upload contracts for newly chosen speakers to replace cancellations etc.
6. Create/modify search forms to filter database results to enable the Program Chair, Facilities Chair, Exhibits Chair, and Secretary to add to/edit information in the online database.

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October/November

1. Add the Honorary President and the President's message to the website.
2. Create session, luncheon, and hotel room requirements reports for facilities when the program is relatively complete. This is usually about the end of October.
3. Ensure that by November 30th, all speakers requiring release time to present at the event have forwarded the contact information for the appropriate personnel to whom the request for release time must be sent. Send an email on behalf of these speakers requesting their release time and providing information related to invoicing for actual sub costs.
4. Email all speakers who submitted a session that was not chosen for the program.

December

1. When the program is complete, populate Sched Mobile Site with all session information and speakers and email addresses. Prepare the session information in a format compatible with Sched and set up the Sched mobile site in mid December.
2. Send out an email to all speakers showing the details of their contract for their session and accommodation and lunch.

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DUTIES OF THE FACILITIES CHAIR

General

1. Contract Executive and Board meeting dates for two years in advance with the hotel of choice based on a request for proposal every three years.
2. Secure three-year contracts for hotels of choice for delegate rates and room block, as well as for other vendors (AV companies, event space) whenever possible.
3. Arrange all Executive and Board meetings, including booking hotel rooms, meals, meeting space, and AV.
4. Coordinate with Executive and Board members for reserved rooms and meal choices two weeks before meetings.
5. Provide oversight on invoices from vendors throughout the year for meeting space, hotel rooms, and food and beverage, reviewing hard copies and forwarding email copies to the Treasurer for payment.
6. Stay updated on facility requirements and changing needs affecting PDTCA, such as parking, vendors, road closures, pricing, and explore opportunities for positive changes as necessary.
7. Attend all Board and Executive meetings during the year.

March-June:

1. Meet with hotel representatives to book meeting space and negotiate contracts (guest room rates, parking, food and beverage).
2. Book required spaces with event venue and guest room blocks with preferred hotels.
3. Secure and sign contracts with hotels and event venue, forwarding them to the Treasurer for payment.

September:

1. Inform Board members of room rates and final booking dates for upcoming Convention during September meeting for dissemination to teachers.
2. Provide booking links for hotel room blocks to Website organizer.
3. Notify Board members of their hotel room option for the upcoming Convention at the September meeting, collecting relevant information.

October-December:

1. Meet with AV contractors' representatives.
2. Receive and confirm all requests for AV equipment, room set-up details, accommodations, and luncheon preferences from the Program Chair or executive assistant.
3. Coordinate with the Program Chair and potential speakers to ensure effective setup of rooms and AV/hotel/luncheon needs.
4. Plan menus and book space for two speaker lunches
5. Finalize arrangements with hotel, event venue representatives, and Program Chair by the last week of November.
6. Arrange free hotel weekend(s) as delegate draw prize(s) as per contract concessions.
7. Prepare a master facilities sheet and share with the Program Chair and vendors to coordinate meeting space/AV setup by the end of December.

January-February:

1. Release any unnecessary rooms and make final reservations in January.
2. Verify computer printouts and contract copies against orders, correcting or updating as necessary.
3. Communicate all cancellations/room changes/additions to Telus/Hyatt.
4. Schedule pre-convention meetings with the event venue(s), one month before the annual event.
5. Coordinate space requirements, communication, and correspondence with preferred hotels, event venue, and AV vendors.
6. Provide event venue with digital logos for ATA and ATA locals to display as needed.

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7. During Convention, cross-check the guest room list with the registered Convention delegates' printout, noting any absences or necessary changes.
8. Be readily available throughout the Convention to troubleshoot any additional needs of speakers, venue changes, or delegate concerns.

DUTIES OF THE FACILITIES ASSISTANT

1. Facilities Assistant will fulfill duties as assigned by the Facilities Chair.

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DUTIES OF EXHIBITS CHAIR

May – June:

1. Contact Convention venue and current Show Services regarding prices for all the items (review and sign new contract, request and receive new forms and Exhibition Hall map for upcoming convention)
2. Contact past and prospective exhibitors and invite them to exhibit at the upcoming convention. Include information regarding dates, costs, booth size and contents.
3. Ensure various forms and Exhibition Hall maps are sent to the webmaster and general registration is opened.
4. Make a motion at May Board Meeting for booth cost and increase if required.
5. Work with the Contracted Executive Assistant to open online registrations.
6. Process and allocate booths and respond to emails and exhibitor questions.

July – December:

1. Process and allocate booth requests on a first come/first serve basis. Issue invoices, upon request, and payment reminders.
2. Create and keep an updated master list of booths registered.
3. Issue a receipt/confirmation to exhibitors upon payment of booth and forward all cheques to the Board treasurer. Keep an accurate record of all receipts.
4. Liaise with the current Show Service Convention venue with exhibitor questions and concerns.
5. Respond to email from exhibitors and vendors.
6. Contact prospective new exhibitors from referrals.

January – February

1. Communicate with the Convention Centre/Show Service about requirements for booths and security. Submit a master list to the Convention Centre and Show Services by the end of January.
2. Review costs with the Treasurer and make recommendations for booth costs yearly. Submit an Organizer Special Events and Trade Show form to Alberta Health Services one month prior to convention, if required.
3. Any vendor who has food or drink samples needs to fill out an individual Alberta Health Services form.
4. Begin communication with Contracted Executive Assistant regarding-registration or following year's Convention.

Convention:

1. Preside over the setting up and operation of the exhibits floor Wednesday - Friday.
2. Attend the Wednesday afternoon executive meeting in the hospitality suite if one is called, if available.
3. Be on-site and supervise the Exhibition Hall during scheduled set-up on Wednesday afternoon and evening prior to convention.
4. Attend Wednesday evening reception
5. During the two days of the Convention, preside over the PDTCA booth located within Exhibits Hall.
6. Ensure Exhibits Chair or the assistant is available at all times during the convention both in-person and via email/phone.
7. Accept pre-registration and payment from Exhibitors, if applicable, for booth space for next year's convention
8. Be in the Exhibition Hall on Friday during TAKE DOWN time.
9. Liaison with Convention Center, Show Services and security.
10. Request from Show Service quote for coming year and new floor plan.

March - April:

1. Pre-register exhibitors for booth space for next year's convention, if available.
Respond to emails and exhibitor questions.

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2. Present a digital annual report for the April Board meeting.
3. Email all Mandatory PDTCA Exhibitor Forms, TELUS Convention Centre Forms, and-Show Services-and exhibitors map to the Contracted Executive Assistant when available.
4. Contribute to the digital annual report for the April Board meeting

DUTIES OF THE EXHIBITS ASSISTANT

April - November:

1. Keep in regular contact with the Exhibit Chair to assist where possible.

December – January:

1. Meet with the Exhibits Chair to review the Exhibitors spreadsheet, any needed supplies for convention.
2. Prepare exhibitor tags and help with any promotions/publicity of Exhibit.

Convention:

1. Assist in supervision of the Exhibition Hall during set-up time on Wednesday.
2. Attend Wednesday evening reception
3. Check in with the Exhibits chair frequently and assist with the PDTCA booth
4. Assist with hanging posters or notices.
5. Assist with pre-registration of booth space for next year's convention, if available.
6. Assist with Friday move-out.