



Policy Manual of the
A.T.A. Palliser District
Teachers' Convention
Association



CONVENTION POLICY

TABLE OF CONTENTS

- 1. Policy (pages 3 - 10)**
- 2. Duties of a Board Member (page 11)**
- 3. Duties of President (pages 12 - 13)**
- 4. Duties of Past President (pages 13 - 14)**
- 5. Duties of Vice President (page 15)**
- 6. Duties of Treasurer (page 16)**
- 7. Duties of Contracted Financial Executive Assistant (page 17)**
- 8. Duties of Secretary (page 18)**
- 9. Duties of: Program Chair (pages 19 - 20)**
Program Committee Member
Program Assistant
- 10. Duties of: Contracted Website/Publicity/Evaluations (pages 21- 23)**

Palliser District ATA Policy Handbook

11. Duties of: Facilities Chair (pages 24 - 25)
Facilities Assistant

12. Duties of: Exhibits Chair (pages 26 - 27)
Exhibits Assistant

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

1. **FEES**

- 1.1. All members of the A.T.A. 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 A.T.A./Canadian Teachers Federation the regular member convention fee
 - 1.3.2 Non-members of the A.T.A./C.T.F. – 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 Members of student locals who are eligible to attend shall have their fee waived
- 1.5 All retired teachers who hold an associate ATA membership are eligible to attend convention and have their fee waived.
- 1.6 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.
- 1.7 All fees shall be payable on or before the date of the Convention.
- 1.8 First payment of the convention fees paid by locals is due October 31st based on an estimate of half of the number of teachers who will attend the convention. The second payment, which is due on or before convention, will be based on the actual number of teachers as of December 31, 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.

Palliser District ATA Policy Handbook

2. 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. The executive will review the convention fee at this time and make recommendations to the Board. Member Locals shall be notified of any fee increase by June 30th.
- 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.
 - 2.7.1. 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.
- 2.8. The treasurer shall maintain an inventory of all assets owned by the convention.
- 2.9. Equipment for disposal: the primary user of the equipment has the first right of refusal at no more than 10% of the original price. If an executive member does not exercise the right of refusal, then other board members will have the opportunity to purchase by lottery.

3. 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. Executive members, and Board members who have to 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 and \$50.00 per dinner with receipts or as needed for group catering at host facilities, or \$10.00 per breakfast, \$15.00 per lunch and \$30.00 per dinner without receipts.
- 3.3. Costs for parking will be reimbursed for all Board members to attend board meetings.

Palliser District ATA Policy Handbook

- 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 \$75.00 per month. The honorarium (\$450.00) will be paid in November and the reimbursement for reasonable personal expense (\$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 allowance 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. Per Diem for convention work held on non school days shall be \$50.00 per day excepting regular board or executive meetings. For convention work completed during the school calendar on a non-school day, executive board members and assistants may choose to take a per diem of \$50 or a day in lieu at the cost of a sub, with approval of the President.
- 3.11. Executive board members and Contracted positions 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.

4. SIGNING AUTHORITY

The treasurer shall be given sole signing authority for all cheques, vouchers, and/or certificates on behalf of and as directed by the Board. A list of the cheques issued, with the financial statement shall be submitted at all Executive meetings.

5. PAYMENTS TO SPEAKERS

- 5.1 The treasurer is authorized to make the following payments to non-local speakers:
 - a) Speaker fee as negotiated
 - b) Travel and subsistence as per the PDTCA Speaker Guidelines (posted on the pdtca.org website)
 - c) Other costs as negotiated

Palliser District ATA Policy Handbook

EXPENSES:

a. Accommodations:

Out of town 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**

Palliser District ATA Policy Handbook

delegate).

5.2 The treasurer is authorized to make the following payments to local speakers. The local presenter fee is \$200.00 per one session and \$300.00 for a continued session(a session that continues over 2 time slots). 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 A.T.A. 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 The speaker will not be reimbursed if he/she does their own photocopying. Photocopy services will not be provided.

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

6. HOSPITALITY SUITE

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

7. DISPLAYS/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 Displays/Exhibits are to be arranged by the Chairperson of the Displays.

7.2 The Displays/Exhibits Chair shall provide the Webmaster with a list of displayers, hours of operation and pertinent information.

7.3 Non-profit displayers may be provided space at a cost set at the discretion of Displays/Exhibit Chair and the board.

7.4 Space shall be provided at no cost to the A.T.A. and Specialists Council.

7.5 Preference will be given to vendors who promote the teaching profession or public education.

7.6 Displayers/Exhibitors must clearly state what is going to be sold or promoted on the application to display form.

7.7 Displays/Exhibits must be designed and displayed with consideration for the safety of convention delegates.

Palliser District ATA Policy Handbook

- 7.8 Controversial subject matter must be carefully considered and a balanced approach provided in the overall displays at the convention.
- 7.9 Religious displays/Exhibits will be accepted provided they support the *Program of Studies* and programs in PDTCA schools.
- 7.10 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.
- 7.11 Only financial services that are of benefit to the membership and are based on sound financial principles, which conform to the guidelines and philosophy of the Association, will be accepted.
- 7.12 Consideration will be given to the Association's business partnership with Morgex Insurance and Capital Estate Planning.
- 7.13 Signs based on legal advice regarding disclaimers for displays/exhibits will be prominently posted at the Display/Exhibit site.
- 7.14 In the event the chairperson of Displays/Exhibits has a concern regarding the appropriateness of a display/exhibit application, he/she will seek advice from the President and/or District Representative of the convention association and/or the Provincial Convention Factotum.
- 7.15 Appeals from displayers/exhibitors regarding the decision of the Chairperson of displays/exhibits 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.
- 7.16 Displayers/Exhibitors who cancel prior to December 1 of a given year shall receive a full refund. Cancellation as of December 2 will result in the forfeit of all fees. In unusual circumstances, the Display/Exhibit Chairperson may use his/her discretion to refund fees.

8 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 Highlight initiatives of the Alberta Teachers' Association related to teaching and learning.
 - 8.1.3 Enhance teachers' professional practice related to the Teaching Quality Standard and Descriptors for Principal Quality Practice
 - 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.

Palliser District ATA Policy Handbook

- 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 Factotum when the Program Chair is uncertain of session suitability.

9.0 RECOGNITION

9.1 Of a **board member** to be done by the Board at an appropriate time.

Criteria: Long term service: A memento, not to exceed \$50.00 is to be awarded upon retirement 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 Honorary Presidents 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: room, tax, parking and meals (breakfast Thursday and Friday), supper on Thursday, and an invitation to attend the luncheons on Thursday and Friday.

Criteria:

- a) Person is, or has been, actively involved in A.T.A. 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, or
- d) An outstanding retired teacher, or
- e) Held active membership in the A.T.A. for entire career.

Recommendations:

- 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 Webmaster. 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 of the Board.

Gift: The nominator and/or Vice President will be responsible for purchasing a gift of a value not to exceed \$300.00.

9.3 **Exhibitor of the Year:**

At the discretion of the Executive, an exhibitor, as chosen by Exhibits Chair, and will be recognized-at convention during the Honorary Presidents reception. The following expenses will be covered for the Exhibitor of the Year and one guest sharing: room, tax, parking, and an invitation to attend the luncheons on Thursday and Friday.

Criteria:

- a. Long-term participation at our convention.
- b. An exhibitor who supports the teaching profession or public education.
- c. The exhibitor is in good standing with the board.

Palliser District ATA Policy Handbook

10. 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 meet the [current ATA Provincial regulations](#) for attendance at Teachers' Convention. all three of the following criteria:
- The activity cannot be attended at another time
 - The activity is related to the teacher's current teaching assignment and/or professional growth plan
 - Is a legitimate professional development activity
- 10.2 Requests from coaches to be absent shall be granted if their team is participating in an Alberta Athletic provincial final.
- 10.3 Requests from Palliser District music teachers to be absent shall be granted for one day if their band is participating in the Southern Alberta Band Festival at the University of Calgary during convention days.
- 10.4 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.
- 10.5 Alternate leave during convention will be granted no more than once every two years.
- 10.6 Members making a request for leave shall be notified of the decision of the Attendance Committee in writing. Those teachers whose requests have been denied may appeal to the Executive of the Palliser District Teachers' Convention.
- 10.7 Requests to be absent shall be made in writing to the Chair of the Attendance Committee by January 10 of the convention year.
- 10.8 The superintendent and respective ATA local shall be given the names of those teachers who have been granted permission to be absent from convention.

Palliser District ATA Policy Handbook

DUTIES OF A BOARD MEMBER

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. 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.
 - 1.1. There are typically 5 Board meetings per Convention cycle: March, May, September, January and the Convention event.
2. Inform the President, Secretary and the Facilities Assistant, a minimum of eighteen days prior to your absence, if you are unable to attend any board function.
3. 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.
4. Be an active liaison with your A.T.A. local and bring their concerns to Board meetings. After each meeting, board members will distribute the highlights as published by the secretary to members of their local.
5. Provide their local with the following:
 - 5.1. Attendance policy and request for alternate PD procedures by October 30.
 - 5.2. Audited financial statements.
6. A convention news release will be made available to board members to distribute to ATA Locals and other media outlets for release.
7. Ensure the banner from your local is available for display at convention by bringing it to the Convention Information booth Wednesday afternoon or the Honorary Presidents reception Wednesday evening. Collect it following the last session on Friday.
8. 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 of obligations of their respective positions.
9. No board member shall use their position for personal gain.
10. Align yourself with an executive on board to provide assistance when needed.
11. During convention, support with the setup and clean up, before and after convention.
12. Attend the Honorary President's Reception on Wednesday evening prior to the Convention.
13. No active convention board members should apply for alternate PD due to the responsibilities they have during convention.

Palliser District ATA Policy Handbook

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 particular 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.
8. Approve meeting agenda 2 weeks prior.
9. Contact any 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).

August:

1. Attend summer conference

September

1. Conduct 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

1. Prepare the president's address for the website. Forward this to the Webmaster with a personal photograph.

November

1. Approve the agenda for the Executive meeting
2. Maintain contact with executive members
3. Attend Fall Professional Development Area Conference (PDAC)

January - February

1. Ascertain the status of particular duties of all Board and executive members and facilitate any assistance needed
2. Attend pre-convention meeting scheduled with hotels and convention facilities
3. Prepare pre-convention press release for Board members
4. Invite all superintendents and deputy superintendents so designated by school board motion and associate superintendents that are full active members of the ATA of the locals' school boards and school board Chair to the convention.

Palliser District ATA Policy Handbook

Convention

1. Attend a meeting with the staff of the hotels and convention facilities Wednesday afternoon immediately prior to the convention
2. Preside over executive meeting in the Hospitality Suite on Wednesday prior to convention if required
3. 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. Give the president's address
 - d. Introduce the keynote speaker
4. Be available at all times during the convention

April:

1. Present a digital annual report for the April Board meeting
2. Preside at the Board meeting following the annual convention
4. Complete all business arising from that convention
5. Appoint additional assistant positions as required
6. Ensure Past - President, as Returning Officer, has a proposed slate of officers
7. Attend Spring Convention Meeting with Program Chair
8. Attend Spring Professional Development Area Conference (PDAC)

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.

September

1. Prepare a memo in regard to attendance and requests for absence from Convention for all Board members for distribution to all teachers in their locals.
2. Initiate a committee to approve requests for permission to attend alternate activities at convention.

November to January

1. Chair committee to approve requests for permission to attend alternate activities at convention.
2. Invite all Board Members to Hospitality suite during convention.

Palliser District ATA Policy Handbook

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. Host the hospitality suite throughout the 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

April

1. Preside over the election of officers at the Board meeting
2. Present a digital annual report on the convention hospitality suite and report on how many alternate PD requests were granted for the April board meeting.

Palliser District ATA Policy Handbook

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.

September to January

1. Obtain biographical data and picture for the Honorary President from his/her nominator and send to webmaster to be included on the web page and/or booklet
2. Notify the Honorary President of his/her selection
3. Assign an attendance taker in each of the pre-registered sessions as required by the Program Chair
4. Order necessary convention vests and name tags for convention

January

1. Arrange Long-Term Service award gifts
2. Invite receivers of Long Term Service awards to the Wednesday evening social
3. Coordinate the gift for the Honorary President
4. Prepare a sign-up sheet of duties and responsibilities for board members during the convention for the January meeting

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 Honorary President at the Wednesday evening social
3. At the Wednesday evening social, introduce special guests and any person making a presentation

April

1. Present a digital annual report for the April Board meeting

Palliser District ATA Policy Handbook

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 (April meeting)
 - b. New convention year budget (September meeting)
 - c. Balance sheet, Budget versus actual expenses
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, pay all speakers that come to the desk, and request any information that is missing from the expense claim.
7. Following the audit, forward to Provincial Executive Council an audited financial statement for the previous year (end of September).
8. Meet with the Facilities Chair and the hotel representatives to confirm contracts if required.
9. Attend the pre-convention, Wednesday afternoon meeting with the hotel/Convention Centre staff if required.
10. 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.
11. 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.
12. 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.
13. Attend the annual Barnett House Treasurers' Seminar

Palliser District ATA Policy Handbook

DUTIES OF THE CONTRACTED FINANCIAL 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 and present budget and financial statements as required.
 - a. Post-convention un-audited statement (April meeting)
 - b. 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 convention so that they can be checked off as they are paid.
7. 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.
8. Mail payments to all speakers who did not come to the convention desk.
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 speaker 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.

Palliser District ATA Policy Handbook

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 A.T.A. 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. This will be used for long time service awards.
13. Ensure the winner of the Hotel Weekend for Two 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.

Palliser District ATA Policy Handbook

DUTIES OF THE PROGRAM CHAIR

April - June

1. Update the Board on potential recommendations for the next convention, based on previous convention.
2. Call and chair the program sub-committee meetings, if required.
3. Attend the meeting of the Board and present the proposed program with regard to:
 - a. Program format
 - b. Possible speakers
4. Initiate endorsed program.
5. Attend Spring PDAC.
6. Make initial contact with onsite bookseller.
7. Appoint 1 assistant.

July - August

1. Call and chair program planning sub-committee meetings, if required.
2. Follow through on selected speaker proposal submissions.
3. Assign the time, date and room slot to each selected session.
4. Provide the financial assistant with invoices for keynote or featured speakers who require a pre-payment.
5. Attend summer conference, or designate proxy.

September - October

1. Present progress report of speakers confirmed to date to the general meeting of the Board and make any necessary adjustments.
2. Continue contact with the onsite bookseller.
3. Invite the President of the Alberta Teachers' Association to next year's convention..

November - February

1. Prepare an update for November/December Executive and January meetings.
2. Meet with Facilities Chair and Assistant and Vendors (Hyatt and Telus Convention Center) to ensure the needs of presenters are being addressed.
3. Forward information on speakers with materials for sale to the on-site bookseller.
4. Forward contact information to Vice - President for hosts for pre-registered sessions prior to the January meeting.
5. Attend Fall Convention Meeting and Professional Development Area Conference (PDAC)

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.

Palliser District ATA Policy Handbook

March - April

1. Present a digital report for the May Board meeting giving recommendations and feedback for the next convention

DUTIES OF THE PROGRAM COMMITTEE MEMBERS

May - July

1. Attend the Program Committee meetings, as called.
2. Follow through on duties as delegated by Program Chair.
3. Direct any potential speakers to the on-line speaker proposal form.

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.

Palliser District ATA Policy Handbook

DUTIES OF THE WEBSITE/PUBLICITY/EVALUATIONS CONTRACTED POSITION

WPECP (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 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.
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.
 - b. Mail lanyards or other agreed on teacher identification to teachers who are not in our locals (out of district registrations).
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 the first day teachers return after the Christmas break. These results need to also be viewable by the delegates and the speakers. Close pre-registrations the Wednesday before convention.
4. Prepare the session information in a format compatible with Sched and set up the Sched mobile site.

Palliser District ATA Policy Handbook

February

1. Close pre-registrations the Wednesday before convention. Bring the printed lists of the registrations to the convention desk.
2. Prepare a PDF of the Convention at a Glance 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 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.
3. Prepare and bring speaker name tags, which include all their session information and lunch location to convention. These should be inserted into a lanyard for each speaker and will serve as his or her luncheon admission as well.
4. Send data needed to set up evaluations to ATA, as required.
5. Prepare a letter sized PDF of the Convention at a Glance for each day and post it on the homepage of the website. Also prepare a letter sized PDF of the Session Details for both days and post it on the homepage of the website.
6. Post Evaluation links, (delegate feedback/speaker feedback/exhibitor feedback/convention as a whole) as needed on the homepage of the website.

March

1. Email each speaker their written evaluation comments and summary information for each session they presented and respond to their questions.
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 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 of the information that the speakers submit. This form and database needs to be online on the website on March 15th.

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. Create a PDF of that session information and post it for download by locals for professional development information.

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. At the request of the Program Chair, send out an email to all speaking proposal submissions that were not chosen.

Palliser District ATA Policy Handbook

6. Continue to create and upload contracts for newly chosen speakers to replace cancellations etc.
7. 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.

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 middle of November.
3. Ensure that by November 31st, 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.

December

1. Start the e-booklet layout and include any reasonable suggestions made by the executive. Post the booklet in PDF format on the website one week before convention.
2. When the program is complete, populate Sched Mobile Site with all session information and speakers and email addresses.
3. Send out an email to all speakers showing the details for their session and accommodation.

Palliser District ATA Policy Handbook

DUTIES OF THE FACILITIES CHAIR

January to December

1. Between the post-convention meeting and convention planning meeting, meet with a representative of the hotels to book meeting space and to negotiate the guest room rates. (Discuss any problems that appeared during the previous convention and pass on any compliments). Inform Board members of room rates and final booking date at September meeting for dissemination to teachers.
2. Meet with the representative of the Calgary TELUS Convention Centre to book the rooms required for the convention and representatives of hotels of choice to book the guest room block.
3. Secure and sign the contracts with the hotels and Convention Centre and forward to treasurer for payment.
4. Meet with representatives of the representing audio-visual contractors.
5. Contract for board meeting dates for 2 years in advance with hotel of choice.
6. Organize November Executive meeting.
7. Receive from the program chair-all requests for AV equipment, room set-up details, hotel accommodations, and luncheon requests, attendance and session details (i.e. room, title, date, time, speaker name).
8. Communicate with the program chair, and potential speakers any information needed for effective setup of rooms AV/hotel/luncheon needs.
9. Book space and plan menus for two speaker lunches, and assist with Honorary President's reception (book space only).
10. Liaise with hotels of choice, Calgary TELUS Convention Centre and audio visual vendors about space requirements, communication, and correspondence about convention
11. Provide oversight to all bills from vendors for meeting space, hotel rooms, and food and beverage by receiving and scrutinizing the 'hard copy bills' while email copies of bill are sent to the Treasurer for payment.
12. Prepare five digital reports, including an annual report (April) for submission to the PDTCA president for use of the PDTCA board.
13. Stay current in situations affecting the facility requirements of the PDTCA and changing needs such as parking, vendors, road closures, pricing, connectivity issues, and explore other opportunities for positive change, as necessary.
14. Wherever possible, have contracts in place for three years in advance for hotels of choice for contracted delegate rate
15. Wherever possible, have contracts in place for three years in advance for other vendors (AV companies, CTCC).
16. Tentatively book space with all vendors for ten years in advance, wherever possible.
17. Book guest rooms for board members for convention at the September meeting.

October

1. By the beginning of the third week of October check with the Program Chair for the list of room requirements and A.V. equipment needed by each speaker. At this time also check on the guest room requirements.

December

1. By the first week in December, meet with the same representatives from the hotels and Convention Centre and Program Committee representatives to make the necessary arrangements as summarized.
2. Arrange for free weekend in the hotel(s) as prize(s) for delegate draw.
3. Prepare final facilities sheets for use by facility chair, program committee, and vendors to coordinate meeting space/AV setup for all session space

January – February

1. Release any rooms not required. Make the final reservations.
2. Check the computer printouts and contract copies sent by the Convention Centre/hotel against what was ordered and correct as necessary.
3. Arrange a time and place for a pre-convention meeting (or meetings) with the Convention Centre, the hotel staff and the Palliser District Convention table officers.
4. Set up a pre-convention meeting one month in advance of convention dates with facility venues.
5. Collect ATA local banners and deliver to representatives of the Calgary TELUS Convention Centre and Hyatt for

Palliser District ATA Policy Handbook

hanging in pre-convention area

Convention

1. Attend the pre-convention meetings with the Convention Centre and hotel staff
2. Attend the executive meeting in the hospitality suite on Wednesday afternoon if one is called
3. Periodically check the guest room situation against the computer printout of registered convention delegates.
4. Be at the registration desk during convention to troubleshoot for any additional needs of the speakers to order or change any orders relating to hotel/Convention Centre.

April

1. Present a digital annual report for the April Board meeting
2. Receive a copy of the convention evaluations and scrutinize to look for efficiencies, deficiencies, and concerns that can be addressed in future planning, and advocate for positive change.

DUTIES OF THE FACILITIES ASSISTANT

1. Arrange for all regular meetings of the Convention Board. This includes booking hotel rooms and meals.
2. Facilities Assistant will also fulfill duties as assigned by the Facilities Chair.
3. Facilities assistant will confirm names for reserved rooms and number of meals two weeks prior to board meetings

Palliser District ATA Policy Handbook

DUTIES OF EXHIBITS CHAIR

May – June:

1. Contact Calgary TELUS Convention Centre and Show Services regarding prices for all of the items (updated forms and Exhibition Hall map)
2. Contact past and prospective displayers/exhibitors and invite them to display at the upcoming convention. Include information with regard to dates, costs, booth size and contents.
3. Ensure various forms and Exhibition Hall maps are sent to the webmaster and general registration is opened.

July – December:

1. Allocate booths on a first come/first serve basis. Record these on the master Exhibition Hall map.
2. Keep a master list of booths registered.
3. Issue a receipt/confirmation to the exhibits upon payment of booth and forward all cheques to the Board treasurer. Keep an accurate record of all receipts.
4. Select and review with the Executive board to honour an Exhibitor of the Year at convention. Contact chosen exhibitor.

January – February

1. Communicate with Convention Centre/Show Service about requirements for booths and security. Submit master list to Convention Centre and Show Services by end of January.
2. Review costs with the treasurer and make recommendations for booth costs yearly. Make a motion for booth cost increase at the January meeting if required.
3. Contact webmaster to ensure pre-registration is open on Friday of convention.
4. Submit an Organizer Special Events and Trade Show form to Alberta Health Services one month prior to convention.
5. Any vendor who has food or drink samples needs to fill out an individual Alberta Health Services form.

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
3. Supervise the Exhibition Hall during set-up time on Wednesday afternoon and evening prior to convention.
4. Attend Wednesday evening reception and honour the Exhibitor of the Year (where applicable)
5. During the two days of the convention, preside over the PDTCA booth located within Exhibits Hall.
6. Ensure you or the assistant is available at all times during the convention
7. Accept pre-registration and payment from displayers for booth space for next year's convention
8. Be in Exhibition Hall on Friday during TAKE DOWN time

March - April:

1. Pre-register exhibitors for booth space for next year's convention.
2. Present a digital annual report for the April Board meeting.
3. Email all Mandatory PDTCA Displayer Forms, TELUS Convention Centre Forms, and St. George Forms and displayers map to the Webmaster.

DUTIES OF THE EXHIBITS ASSISTANT

Palliser District ATA Policy Handbook

April - November:

1. Keep in regular contact with exhibits chair to assist where possible.

December – January:

1. Meet with Exhibits Chair to review Exhibitors spreadsheet, any needed supplies for convention.
2. Prepare exhibitor tags.
3. Assist in supervision of the Exhibition Hall during set up time on Wednesday.
4. Attend Wednesday evening reception.

Convention:

1. Check in with the Exhibits chair frequently and assist with the PDTCA booth.
2. Assist with hanging posters or notices.
3. Assist with pre-registration of booth space for next year's convention.
4. Assist with Friday move-out.