

SECTA Administration Procedures

1. Fees

- 1.1. Income tax receipts will be issued for all teachers, including part-time and substitute teachers that have paid fees to SECTA. These fees may be claimed for income tax. Teachers that pay less than \$10.00 in a one year period will not receive a receipt.
- 1.2. Teachers on paid or unpaid leave (as stated in the SECTA Constitution, Article 4.6) shall have their fees waived. Teachers going on leave should inform SECTA and the SECSO payroll prior to leave if possible. If the teacher on leave does not inform these parties prior to they may request to be reimbursed for fees charged to them for the entire duration of the leave provided that the request be made within 1 month of the start of the leave. This process is to help create stable budgeting for SECTA.
- 1.3. Fees are levied as per the current LINC Agreement. These fees are set by the SECTA Executive and approved by the membership at an AGM as per the SECTA Constitution. Fees can be levied over the 10 month school year, but do not have to be equally divided amongst the months to meet the financial needs of the Executive and Convention Planning Committee.

2. Communications

2.1. SECTA Cards

2.1.1. Cards will be sent to members for the following occasions:

- 2.1.1.1. Parent of a SECTA member passes away
- 2.1.1.2. Child of a SECTA member passes away
- 2.1.1.3. Spouse of a SECTA member passes away
- 2.1.1.4. SECTA member gets married
- 2.1.1.5. SECTA member retires
- 2.1.1.6. SECTA member passes away and a card will be sent to the family

2.1.2. Communications committee will send a card when the following information is emailed:

- FULL NAME
- HOME ADDRESS including postal code
- SCHOOL

2.1.3. Communication committee will not email back to receive any information, a card will not be sent if the information is not complete. Cards will not be sent over the summer.

2.1.4. The Communications Committee will send cards and a gift of \$100.00 to all retiring teachers. This gift may be presented by the President or an Executive member at a retirement banquet or be mailed.

2.2. Communications committee and website manager will work with the President to keep the membership informed with regular (weekly) emails, memos and webpage updates. The website will continually change, providing information related to Executive meetings, meeting minutes, upcoming events, calendars, LINC contracts, Convention, work with the STF, provincial bargaining updates etc. Most communications will be created by the President during release time, but in consultation with the Executive. The communications committee and/ or web manager and SSL's will assist with distribution of this information to members via email and the SECTA website.

3. President's Release Time

- 3.1. SECTA President has release time from teaching of 40% to perform duties related to the association. This release time is renewed each year with the Board of Education with a formal letter requesting the 40% release time and equal cost-sharing of the release time.
- 3.2. The SECTA Executive appreciates the good faith in this relationship, but would like LINC to bring release time and cost-sharing into the next LINC.
- 3.3. The President will liaise with the Director of Education on a regular basis and at times meet with the Board and other school division personnel such as payroll, superintendents and human resources. Many communications will occur via phone and email, but regular face to face meetings with all parties are important. Regular informal meetings with the Director of Education are encouraged to share information and build relationships. Release time should be used whenever possible, but meetings and phone calls may occur at other times when needed.
- 3.4. The President will use release time to correspond with local members and the STF on various topics related the individual. The President may seek the Educational Assistant (EA) assigned to SECTA, other STF staff or SECTA Executive members for assistance with these matters. Ethical matters or teachers needing intensive supports will be directed immediately to the STF EA. Release time should be used whenever possible, but meetings and phone calls may occur at other times when needed.

4. Convention Committee

- 4.1. The Convention Committee will keep an up to date list of member duties, procedures & honouraria amounts on the Convention website, which is linked through the SECTA site. This will help new members actively participate in the committee and ensure needed duties are completed. The duties, procedures & honouraria of the committee can be updated as needed by the committee and are reported back to the President and SECTA Executive by the Convention Chair.
- 4.2. The committee will use the website to advertise sessions, keynotes and timetables for Convention to its members.

5. SECTA Scholarships

- 5.1. The scholarships committee selects students that apply from our division for scholarships each year. SECTA dedicates funds to this committee with the belief that supporting our brightest students' financially will help them become successful in their academic endeavors.
- 5.2. The Scholarship committee will meet every spring to review applicants and award the scholarships. Complete details of the application process and rules are kept up to date by the scholarship committee on the SECTA website.