

## **SECTION 8 – DUTIES OF THE OFFICERS**

### **8.01 President**

Subject to the authority of the Board, the President shall be responsible for general supervision and oversight of the business of the Corporation, and shall have such other powers and duties as the Board may specify.

The President shall:

- a) Oversee the activities of the Corporation;
- b) Act as presiding officer at AGMs and special meetings, the Board of Directors and the Executive Committee;
- c) Be an ex-officio member of all RTAM committees;
- d) Execute all legal documents of RTAM;
- e) As it pertains to KIT:
  - i. Submit a President's Report for each issue of KIT; and
  - ii. Approve each issue of KIT prior to its printing;
- f) In conjunction with the Board, supervise the Executive Director;
- g) Act as the Privacy Officer of the Corporation;
- h) Act as the official spokesperson of the Corporation;
- i) Maintain the President's files and ensure that copies of committee reports, annual reports and issues of KIT are maintained in RTAM files;
- j) As it pertains to AGMs:
  - i. Approve the AGM venue for the next Board year subject to Article 6.04 of the Bylaws;
  - ii. Approve arrangements and plan the program and agenda for the current Board year AGM;
  - iii. Prepare, for the AGM, a President's Report on the year's activities of the Corporation, and on the activities as President, including a list of the year's Directors and committee members;
  - iv. Receive resolutions from Chapters and private members, ensure that they are published in RTAM print and electronic media and included in the agenda of the AGM;

- v. Ensure that a yearly report from each Standing Committee, Ad hoc Committee and Chapter of RTAM, is included in the AGM Report; and
  - vi. Receive nominations for the Distinguished Service Award.
- k) As it pertains to Chapters and Special Interest Groups:
- i. Arrange for the presentation of the formal agreement to each new Chapter and Special Interest Group;
  - ii. Maintain contact with Chapters and Special Interest Groups and visit as possible; and
  - iii. Extend an invitation to Chapter and Special Interest Group Presidents to attend Chapter and Special Interest Group Presidents' Meetings.
- l) Arrange for the presentation of Life Membership Certificates to qualifying members;
- m) Prepare an agenda for each Board meeting and have it forwarded along with the notice of meeting to the members of the Board;
- n) Approve for payment, all expenses not expressly covered by Section 11.03 of the policy manual;
- o) Approve all communications with outside bodies;
- p) Represent RTAM at meetings, conferences and other events or delegate such attendance;
- q) Arrange a liaison for RTAM with MTS, ACER-CART (see also section 11.06 of the policy manual), and the TRAF Board, and other organizations as directed by the Board; and
- r) Be responsible, or designate a person responsible, for laying a wreath on behalf of retired teachers at each Provincial Remembrance Day Ceremony;
- s) Ensure that all provincial and federal government reporting and other requirements are fulfilled, including oversight of each annual report and directing the Secretary to file such annual report.
- t) When a situation has been deemed to be emergency, the President, if applicable, and at least three other members of the Board, at least one of whom should be an Officer, shall determine what action is to be taken. Any such action, and the rationale for it, shall be reported to the Board as soon as possible.

## **8.02 Vice President**

The Vice President shall:

- a) Assume the duties of the President during absences of the President;
- b) Support the President, as requested, in the operation of the organization;
- c) Chair the Communications Committee;
- d) Serve as an ACER-CART Director for the current Board year (see also section 11.06 of the policy manual); and
- e) Perform such other duties as the Board or the President may assign.

## **8.03 Secretary**

The Secretary shall:

- a) Keep accurate records of the proceedings of the AGM;
- b) Keep accurate records of the proceedings of each meeting of the Board;
- c) Keep accurate records of the proceedings of each meeting of the Executive Committee;
- d) Ensure minutes of all Board meetings are distributed to members of the Board prior to the next meeting of the Board in a timely manner;
- e) Ensure that highlights of board meeting minutes are distributed to Chapter and Special Interest Group Presidents, Board Members and Committee Members;
- f) Arrange for the posting of the highlights in Article 8.04(e) to the RTAM Website;
- g) Ensure that a monthly report of decisions made, and actions taken, by the Board are distributed to members of the Board prior to each Board meeting and the AGM;
- h) Give, or cause to be given, notice of AGMs and special meetings to all members, Directors and auditors;
- i) Act as the custodian of all books, papers, records, documents and instruments belonging to the Corporation except where alternative custodial appointments are expressly provided for in the Governing Documents of the Corporation;

- j) At the direction of the President, be responsible for filing the annual report of the Corporation to the Government of Manitoba; and
- k) Perform such other duties as the Board or the President may assign.

#### **8.04 Treasurer**

The Treasurer shall:

- a) Ensure accurate records of the monies received and expended by the organization are kept;
- b) Ensure financial controls, safekeeping and audit trails are in place for the fiscal management of RTAM;
- c) Be responsible for the deposit of monies, the safekeeping of securities and the disbursement of funds of the Corporation;
- d) Ensure that expenses incurred by Directors and committee members which expressly qualify under section 11.03 of the policy manual or, for which Board or President approval has been given, are reimbursed;
- e) Ensure that invoices presented for payment that are outside the parameters of the budget, shall be honored where there is a motion from the Board to cover the same;
- f) Ensure that signing officers are in place;
- g) Present a report on the financial state of the organization to the Board at each Board meeting;
- h) Notify committee chairs of any concerns regarding committee expenses;
- i) Ensure that the financial records of the organization are provided to an independent auditor each year for verification of the accuracy of the financial records
- j) Ensure that the office has completed the corporate filing for that year on behalf of the organization and paid all fees in accordance with that renewal and update.
- k) Support the office in securing and reviewing all financial requests and annual reports from Chapters and Special Interest Groups.
- l) As it pertains to the AGM:

- i. Present the financial reports for the prior fiscal year and the current fiscal year at the AGM;
  - ii. Prior to each AGM, prepare an annual budget in consultation with the Board and present the budget approved by the Board to the membership at the AGM;
  - iii. Recommend to the membership fees for each membership class that would provide sufficient income to enable the organization to carry out all of its anticipated activities and support the proposed budget;
  - iv. Present the auditor's report at the AGM; and
  - v. Recommend to the AGM an independent auditor for appointment for a period of up to three years; and
- m) Perform such other duties as the Board or the President may assign.

#### **8.05 Past President**

The Past President shall:

- a) Provide the Board with historical knowledge of the Corporation as well as relevant background information concerning ongoing issues;
- b) Assist in transitioning the new Board;
- c) Assist the RO of Director Elections as required; and
- d) Perform such other duties as the Board or the President may assign.

#### **8.06 Transition Requirements**

- a) Prior to the expiration of their term, each outgoing Officer shall prepare a written transition report for their successors by no later than October 1 of the final year of their term (in advance of a November Annual General Meeting).
- b) Outgoing officers shall ensure that the transfer of books and records for their position is completed no later than October 30 annually.