

**Duties of the President:**

- a) to be the presiding officer and the official representative of the Unit.
- b) to be one of the three signing authorities for the Unit.
- c) to call Unit Executive meetings, the Annual General Meeting and all General Meetings as necessary.
- d) to liaise with the President of the District 19 Teacher Bargaining Unit, as well as other Educational Unit leaders.
- e) to submit a report to the Unit's General Meetings.
- f) to assume responsibility for Benefits and Information, and also to be the Unit Grievance Officer.
- g) to receive correspondence on behalf of the Unit.
- h) to be a member of the Collective Bargaining Committee.
- i) to represent the Bargaining Unit at all Provincial meetings, as required of the Teacher/OT Sector Council and to report back to the Bargaining Unit. In the event that an alternate is required, the President shall arrange for a substitute among the Unit Executives to represent the Unit.
- j) shall be delegate member of the Unit's representation at the Provincial Assembly
- k) to assume other duties, as required or as directed by the Unit Executive.