

**REQUIREMENTS**

**OF**

**STANDING COMMITTEES AND**

**COUNCILS**

**2012-2013**

[Committees and Councils  
in alphabetical order]

All Committee/Council meetings, with the exception of the Comité des services en langue française, will be conducted in English.

## **BENEVOLENT COUNCIL**

Benevolent Council meets at the call of the Chairperson to provide grants to active members who demonstrate extreme financial need due to prolonged illness, accident or emergency. Council may also recommend other ways and means to assist members in distress.

Council members meet after the school day, a minimum of six times between September and the end of June, to consider applications from members.

The work of Benevolent Council requires of its members an empathy with members' difficulties, the ability to offer creative solutions and a high commitment to Federation members.

Confidentiality is an essential aspect of the Council.

The Council Chairperson is elected by the Council and is responsible for liaison with Districts regarding applications. The Secretariat Liaison and his/her secretary play an important role in making sure that Council members have all the pertinent data in order to make a decision and also that the grants are issued as soon as decisions are made.

It is important that Council membership be stable because of the complexity of the work involved. Six members from one district make up the Council with the addition of the Provincial Councillor.

The term of Benevolent Council is one year with an extension of three years if the first year is successful.

The current Council is in its second year and will continue for the two years.

Alexander (Sandy) Stewart, Chairperson  
OSSTF/FEESO District 25  
67 Jamie Avenue, Ottawa, ON K2E 7Y6

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## **CERTIFICATION COUNCIL/CERTIFICATION APPEAL BOARD**

The Certification Council/Certification Appeal Board of OSSTF/FEESO meets six times a year to interpret, review and initiate changes in the Certification Regulations. The object of the Council shall be to guide the Provincial Assembly of OSSTF/FEESO in the formulation of Certification Regulations for the members of OSSTF/FEESO. Also, it shall provide a forum for OSSTF/FEESO members to appeal decisions of the Certification Department.

In addition to attending weekend (Friday evening and Saturday) meetings in Toronto, members may be required to attend meetings of sub-committees which occasionally meet at times other than the scheduled meetings.

The Certification Council is comprised of five members who are appointed to Certification Council by Provincial Council for a five-year term. Under normal circumstances, one new member for Certification Council is needed each year.

The Certification Appeal Board consists of three members who act as the Appeal Board for Certification decisions and related issues. These members are appointed yearly by the Provincial Executive for a three year term in such a way that there is one new member each year.

Other members of the Council include the Provincial Council Liaison (appointed by the Provincial Council and who is a voting member), the Provincial Executive Liaison, the Secretariat Liaison and the Supervisor of the Certification Department (all of whom are non-voting members).

Members are required to have a working knowledge of the Education Act and Regulations (particularly those relating to qualifications of teachers), a working knowledge of both pre-service and in-service teacher education programs and some knowledge of curriculum requirements.

Balanced representation from members with academic and technological studies backgrounds and from all regional areas is desired.

Applicants wishing further information should contact:

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Chair, Certification Council  
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## COLLECTIVE BARGAINING COMMITTEE

### Purpose of the committee/Number of meetings per year

The Provincial Collective Bargaining Committee is comprised of up to twenty-nine members, which includes an Executive member, a Secretariat member and a member from Provincial Council. In addition, other personnel from the Protective Services Department and the Provincial Executive are appointed. The members bring varied backgrounds and extensive experience in areas related to collective bargaining to the Committee. They contribute a minimum of twelve weekends per year to committee meetings and regional or provincial conferences and workshops. The Committee meets seven times per year in Toronto and organizes a Chief Negotiators' Conference. Other meetings are in the five established Regions.

The Committee is comprised of five subcommittees which are structured to best meet the needs of the negotiators throughout the province.

- The **Negotiations Advisory Subcommittee** deals directly with local negotiators at three or more Regional meetings per year as well as provincial conferences. This subcommittee consists of the Regional Coordinators, and a representative from the Francophone bargaining units, as well as the CBC Chairperson, secretariat member, PC member, and the Executive member. The Regional Coordinators are responsible for the organization of the Regional meetings, and also assist secretariat members of the Protective Services Department in providing local team training for negotiators.
- The **Salary and Working Conditions Subcommittee** writes most of the negotiation support papers issued by the Collective Bargaining Committee. Members of this group travel to Regional meetings to provide in-depth rationale for recently issued CBC papers as well as providing sessions at provincial conferences. The committee is also responsible for posting papers and negotiation language to the Protective Services search engine.
- The **Contract Maintenance Subcommittee** provides support papers and Regional grievance training workshops for negotiators and grievance officers so that the rights won at the bargaining table will be protected if disputes arise during the life of the collective agreement.
- The **Health and Safety/WSIB Subcommittee** provides Health and Safety and WSIB workshops for negotiators and Health and Safety Officers. The subcommittee also produces support papers for matters under the *Occupational Health and Safety Act*.
- The **Education Funding and Benefits Subcommittee** provides research and analysis to local negotiators on provincial grant regulations, educational expenditures, school board finances and benefit plans. The subcommittee also provides training for local negotiators on bargaining brief costing and school board revenue analysis.

### **Duties of members**

The Committee is responsible for the production of the Collective Bargaining Handbook and the annual Negotiating Priorities. In addition, the Committee produces numerous bulletins, as well as negotiation and settlement updates. The Committee is responsible for the annual conference for chief negotiators, presidents and other members from all bargaining units, as well as the regional conferences that take place three times each year. Committee members are involved in the development and delivery of workshops for these conferences. As the Federation membership expands, the Collective Bargaining Committee will play an increasing role in the bargaining activities of teachers and all other education workers in elementary, secondary and university settings. The Committee will continue to develop clauses to facilitate bargaining under the *Ontario Labour Relations Act* for all Federation members.

### **Useful experience and skills**

Preference will be given to those with local leadership experience, since the Collective Bargaining Committee is responsible for developing and delivering training to local leaders throughout the province. For anyone interested in becoming a member of the Collective Bargaining Committee, it is an asset to have negotiation, grievance, education finance, WSIB or health and safety experience at the local level. Also, persons who enjoy researching educational finance or support papers for negotiators and/or grievance officers are encouraged to apply. Applicants should be skilled in delivering workshops and facilitating sessions involving large groups. All of these skills and experience, plus any other local or provincial Federation experience, should be clearly outlined in the application, including an indication of preference for subcommittee placement.

### **Committee membership requirements**

Each year, the Committee requires up to six new members to serve for a three-year term. Regional needs are always a concern and members from all Regions and bargaining units should feel free to apply.

Anyone interested in obtaining further information about the Collective Bargaining Committee should contact:

Tony Stokes  
Chairperson, Collective Bargaining Committee  
OSSTF District 11 Office  
680 Industrial Road  
London, Ontario  
N5V 1V1  
T: 519-659-6588  
F: 519-659-2421

## **COMITÉ DES SERVICES EN LANGUE FRANÇAISE**

### **Purpose of the committee**

- To advise the Provincial Executive, Provincial Council, and Provincial Assembly on matters relating to the special needs of Francophone members and members who speak French as part of their role within OSSTF/FEESO and to French education.
- To consult Provincial District/Districts, Bargaining Units and Sector Councils organized by OSSTF/FEESO on matters related to the special needs of Francophone members and members who speak French as part of their role within OSSTF/FEESO and to French education
- To make recommendations concerning and to assist in the coordination of union training provided by OSSTF/FEESO in French.
- To encourage, support, and/or provide professional development activities in Provincial District/Districts, Bargaining Units, and Sector Councils organized by OSSTF/FEESO for Francophone members and members who speak French as part of their role within OSSTF/FEESO.
- To maintain liaison with Provincial Standing Committees and Councils and to provide assistance to the Standing Committees and Councils in meeting the needs of French-speaking members.
- To advise the Provincial Executive in the development of resources for francophone members as needed.

### **Duties of the committee members**

- Fulfill the mandate of the committee as determined by the Provincial Assembly.
- Participate in the development of annual objectives for the committee and work collegially to reach them.
- To organize, promote and/or participate in workshops and conferences.
- To liaise with other committees and councils on subjects that impact on French language services in OSSTF/FEESO and participate at their meetings upon request.
- Members of the committee will also be asked to liaise with OSSTF/FEESO francophone members.
- To research or write articles in French on matters of interest to French speaking members of OSSTF/FEESO.

### **Number of meetings per year**

The committee meets six times per year: traditionally our meetings run on Friday from 3:00 pm to 6:30 pm and continue on Saturday from 9:00 am to 12:00 pm. The meetings are conducted in French.

### **Useful Experience and/or skills**

Candidates need to excel in written and spoken French. Candidates should be willing to take on a leadership role in their bargaining units and/or districts in order to make better contacts within OSSTF/FEESO. Candidates should be willing to share their professional expertises with OSSTF/FEESO members in developing and delivering workshops and conferences on various issues of importance to the OSSTF/FEESO francophone members. A strong connection to the French community would be an asset.

### **Committee membership requirements**

For 2012-2013, the *Comité des services en langue française* anticipates three, three-year term vacancies, plus one co-option for one year. In order to comply with the composition of the committee, as stated in the Policy and Procedures Manual 2011-2012, Procedure 1 – Membership and Terms of Reference of Standing Committees, and in particular with Article 1.3.1.1, two of the three members appointed by the Provincial Council shall include a member from District 31 and from District 32 respectively. The third member appointed by the Provincial Council shall be a French-speaking member from an English language school board or a member who works in a French environment from a bargaining unit other than one associated with an English language school board or those within Districts 31, 32, 33. The goal of the committee is to reflect the francophone diversity within OSSTF/FEESO.

**Linda Brisson**

École secondaire catholique de Casselman

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## **Communications/Political Action Committee**

### **Purpose of the committee**

- to provide advice, assistance, training, support and resources to districts and bargaining units regarding OSSTF/FEESO communication and political action
- to administer the annual selection and presentation of awards for excellence in communications, public relations and political action
- to assist those responsible for the dissemination of information within districts and/or bargaining units by providing expertise and advice in improving communication techniques and by making recommendations for long term communication strategies which support the priorities of the federation
- to promote the pride and participation of members in protecting and enhancing public education
- to advise, assist, support and provide training and resources to all levels of the federation regarding political action, lobbying and activism with respect to but not limited to:
  - i. government at all levels
  - ii. political parties
  - iii. labour organizations
  - iv. community and education groups
  - v. municipal/provincial elections
- to collaborate with other OSSTF/FEESO provincial committees, councils and workgroups on issues of mutual concern
- to coordinate and assist in the delivery of provincial/regional training of political action representatives

### **Duties of members**

- to assist district/bargaining unit officers in maintaining effective local communications, excellence in education and political action services
- to act as liaison to district/sector communications, EiE and PAC officers
- to give workshops on activities such as: creating newsletters, websites, e-mail lists, excellence in education initiatives, media relations, lobbying, municipal, provincial and federal election involvement, maintaining coalitions with other unions and like-minded organizations, and community involvement
- to attend and provide an OSSTF/FEESO presence/lobby at all conventions and general assemblies of all major political parties, as requested by the Provincial Executive
- to attend conferences where an OSSTF/FEESO presence is deemed appropriate or desirable as requested by the Provincial Executive
- to establish liaisons with local labour councils and OFL/CLC affiliated unions and encourage their political activism and education
- to select the regional winners of the Student Achievement Awards, the Amie Awards, as well as the winners of the Ray Connolly, Bob Brooks, Wendell Fulton, and Larry French Awards
- to provide training, advice and assistance to districts and bargaining units in gaining access to funding and in publicizing the provincial excellence in education program and other community relations projects



### **Number of meetings per year**

- the committee meets six times per year: our weekend meetings typically include a Friday night meeting beginning at 6:00 pm, and subcommittee meetings on Saturday until 1:00 pm.
- additional weekends may be required for workgroup meetings and regional or district workshops
- representatives of the committee also attend all major political party annual general meetings and conventions, and conferences sponsored by like-minded groups

### **Useful experience and/or skills**

- commitment to advancing the policies of OSSTF/FEESO
- membership in District Communications, Excellence in Education or Political Action Committees
- a background in leadership in your own D/BUs, for instance as chair of a committee
- direct experience with public service, social justice or community coalitions
- proven ability in producing federation communication items - writing, editing, planning
- interest/experience in digital communications
- experience in electoral campaign politics

### **Committee membership requirements**

- the committee requires members from all regions of the province who represent the full membership in terms of gender, members from equity seeking groups, type of bargaining unit and political affiliation
- the committee currently operates with each member assigned to one of the following subcommittees, with duties as follows:
  1. **Member Outreach and Networking**
    - district liaison (two-way), organized by region
    - regional conferences and workshop co-ordination
    - resource to districts
  2. **Recognition and Promotion**
    - awards
    - EiE
    - comprehensive communications strategies and requisite resources to promote the aims of the federation within the membership, including
    - *Forum, Update* and newsletter support
    - website development support
  3. **Political Action and Activism**
    - research
    - develop outreach activities to the general public, to labour partners, to political parties and to coalitions, focussed on the ongoing priorities and programs
    - recommend communications strategies for communications to the general public and coalition partners

For further information contact:

Anthony Marco  
Chair, CPAC

Work: 905-574-8285

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## Educational Services Committee

The Educational Services Committee has a very successful history. Its Mission Statement captures the essence of the Committee:

**The mission of the Educational Services Committee is to foster and promote the professional growth of OSSTF members in order to enhance the quality of education in Ontario by investigating and researching educational issues and providing direction, information, skills and resources to members and the broader community.**

There are 24 members; 16 of those are appointed by Provincial Council, five members may be co-opted subject to the approval of Provincial Council, one voting member appointed by Provincial Council as liaison, one voting member appointed by Provincial Executive as liaison and one non-voting member of the secretariat appointed by the General Secretary.

There are three subcommittees attached to the Educational Services Committee. Professional Growth & Training currently consists of eight members and deals with professional growth and training issues as well as addressing regional concerns. Educational Issues & Priorities currently consists of seven members and deals with the educational issues and priorities of the Federation. Curriculum, Resources & Research currently consists of seven members and deals with curricular, assessment and research issues including resources for members. The full ESC discusses issues arising from the three subcommittees and makes recommendations to the Provincial Executive.

The Committee meets six times a year. The January meeting is extended to encompass an early afternoon start on Friday. As well, volunteer work groups and/or the Committee Executive may meet separately to complete other Committee tasks. Committee meetings are held at the Sheraton Toronto Airport and Delta Meadowvale Hotel.

The Committee designs and organizes the biennial Educational Services Officers' Conference. The 2011-2012 ESO Conference took place on October 28-29, 2011 at the Westin Prince Hotel. The Committee also holds a biennial provincial professional development conference. The next conference, "*Overcoming Obstacles in Education / Surmonter les obstacles en éducation*" will be held on November 15-16, 2012 at the Hilton Suites Toronto/Markham Conference Centre.

The Committee also organizes and stages the biennial ESO Regional Training Sessions which are tentatively planned for fall 2012.

Members should have a strong background in areas such as curriculum, special education, student assessment, professional development and training. **Leadership at the local level is an asset.** This year, the Educational Services Committee requires six new members appointed by Provincial Council. Another five members are appointed through co-option. Committee members whose terms have expired may apply for one of the co-options.

The specific areas of need for 2012-2013 are:

- **Professional Growth & Training Subcommittee:**
  - Metro/Golden Horseshoe
  
- **Educational Issues & Priorities Subcommittee:**
  - Members with expertise in cooperative, special, technological and/or adult education, have a good understanding of the organizational structure and policies of OSSTF/FEESO, a keen interest in current educational issues and the skills to analyse the information and to communicate with the membership.
  
- **Curriculum, Resources & Research Subcommittee:**
  - Members with expertise in curriculum and student assessment / testing issues and web publishing.

For 2012-2013, the Committee needs to balance representation including both experienced and newer members to bring all perspectives to the Committee. The Committee encourages applications from support staff members.

For further information please contact:

**Greg Thurston, Chair**

Saunders Secondary School

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London, Ontario N6K 1H5

Phone: 519-452-2770

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## Finance Committee

The Finance Committee consists of up to eleven members as outlined in Procedure 1.4.1.1 of the Policy and Procedures Manual.

The duties of the Finance Committee include:

- i) preparing a budget for presentation to the Provincial Assembly in accordance with the Bylaws;
- ii) advising the Provincial Assembly, Provincial Council, and the Provincial Executive on all Federation financial matters including the management of all OSSTF funds, investments, and properties as required by those bodies;
- iii) reviewing annually the purposes and practices concerning the General Account including District funding, the Member Protection Account, and the Contingency Account, as well as any other accounts that may be created from time to time, and reporting its findings each January to the Provincial Executive;
- iv) preparing a written report, including the submitted budget requests of the spending authorities, to the Provincial Council, for its information, at the February meeting;
- v) performing duties related to the annual audit;
- vi) providing advice on federation resources to the Provincial Executive during the development of the Annual Action Plan;
- vii) reviewing and recommending amendments to the Financial Handbook;
- viii) to analyze and report annually to AMPA projected income and expenditures, including demands on the Member Protection Account, on a five year basis.

The Finance Committee meets up to nine times each year, with the largest concentration of meetings in January and February. Members are required to attend the Annual Meeting of the Provincial Assembly, where they may need to review and revise the budget in accordance with motions that pass while the assembly is in session.

The Committee welcomes applicants from all regions and bargaining units in order to reflect and represent the diversity of OSSTF membership. Familiarity with the structures of the provincial organization, and experience with the administration of district and/or bargaining unit funds would be beneficial. A keen desire to oversee the administration of federation resources is essential.

Applicants requiring further information should contact:

Gino Russo  
Chairperson, Finance Committee  
OSSTF District 6A, Thunder Bay  
428 Balmoral Street  
Thunder Bay, ON  
P7C 5G8  
807-625-5115  
E-mail: ginorusso@gmail.com

## **HUMAN RIGHTS COMMITTEE**

The Human Rights Committee will require for 2012-2013 new members to replace the outgoing ones whose term will expire in June of 2012.

### **Committee Needs**

There are eleven members of the committee: seven members at large, two co-opted members, a Provincial Executive Liaison, and a Provincial Council Liaison. It is crucial to the committee that there is representation from communities that face discrimination and special consideration will be made to members of an equity-seeking group. The committee should have representation from members who are LGBTQ; Aboriginal; have a disability; people of colour and women. An attempt should also be made for members to reflect regional representation in order to make the committee membership as inclusive as possible.

The duties of members of the Human Rights Committee are those outlined in Policy and Procedures Manual 1.7.

### **Purpose of Committee**

- To identify need within the membership around human rights issues and then develop avenues to address those needs.
- To liaise with Provincial Executive and provide recommendations around policies and procedures that will endeavor to ensure equity and inclusiveness for individual in the work place.
- To liaise with Provincial Executive and provide recommendations around human rights as impacted by current educational trends, changes and issues.
- To develop resources that are crucial to providing and increased awareness of human rights issues, events, speakers etc.
- To provide workshops, presentations, forums for discussion, information as requested by provincial, district or branch members.
- To seek support from Provincial Committees and provide workshops at their organized conferences based on human rights issues and perspectives but within their areas of focus.
- To write regular articles for the "Forum" and "Update" in an attempt to raise consciousness and sensitivity around current educational issues from a human rights perspective.
- To be responsible for the International Assistance Workgroup and provide advice and recommendations to the Provincial Executive on matters pertaining to International Assistance activities.

### **Duties of Members**

- To seek resources, materials and information regarding human rights issues with an emphasis on education.
- To pool resources, materials, skills and expertise as required by the committee.
- To attend, where possible, conferences where OSSTF presence is deemed appropriate or desirable.
- To present workshops, presentations etc. as requested by provincial, district or branch members.
- To research and write articles around Human Rights issues as relating to current educational issues.

### **Number of Meetings**

The Committee meets six times a year, Friday afternoon from 2:00 p.m. - 5:30 p.m. and reconvene Saturday morning until 1:00 p.m. Extending the duration of the weekend meeting may occur if there is consensus to work on a project. Additional weekends or evenings may be required to do the work of the committee, attend conferences or present workshops.

### **Useful Experience and Skills**

- An understanding and commitment to advancing the policies of OSSTF.
- An understanding and knowledge and commitment to human rights, social justice, and peace initiatives
- Excellent research, interpersonal and communication skills
- Proven involvement in areas of Human Rights in the community, federation or education at the local, regional or provincial level.
- An understanding and knowledge of global socio-economic and political issues.
- Each year the committee addresses a wide range of local, provincial, and national concerns as well as Global matters.

Applicants requiring further information should contact:

**Hayssam Hulays**

Chair, Human Rights

Phone: (647)-444-0982

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## **Status of Women Committee**

The Status of Women Committee was formed to assist the federation in addressing the concerns and unique needs of women OSSTF/FEESO members.

### **1. Purpose of the Committee**

- To increase communication and advocacy for all OSSTF/FEESO women;
- To promote the development of effective local SW committees in every district;
- To empower women members seeking opportunities for leadership and involvement;
- To advocate on collective bargaining and political issues specific to women;
- To act as a liaison between other provincial committees, the Provincial Executive, and other labour organizations and women members; and
- To hold regional workshops on a rotating basis, and a conference every three years.

### **2. Duties of Members**

In addition to carrying out the mandate and goals of the committee, members will be responsible for liaising on an ongoing basis with District Status of Women Officers and Committees within their assigned regions.

### **3. Meeting Details**

The committee meets in Toronto six times per year; usually Friday afternoon and until noon on Saturday.

### **4. Useful previous Experience and/or Skills**

- Strong interest in equity issues and advocacy for women;
- Willingness to complete tasks between meeting dates;
- Experience with a district Status of Women Committee;
- Experience with other organizations/women's committees that serve the needs of/advocate for women;
- Interest in and/or work or research in women's studies or related disciplines; and
- Work on other district/bargaining unit committees, executives or councils.

### **5. Regional Requirements**

The Status of Women Committee seeks balanced representation from all regional areas and bargaining units.

## 6. Contact Information

For further information, please contact:

Maureen Matchett, Chair  
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231 Madill Drive  
Wingham, ON N0G 2W0  
[maureen.matchett@knet.ca](mailto:maureen.matchett@knet.ca)



## PARLIAMENTARY & CONSTITUTION REQUIREMENTS

1. There will be two appointed members retiring from the Council each June. Also, there are two co-options possible. The term for Council appointments is four years, which allows time for training of new members so that 'instant expertise' is not required.
2. Parliamentary and Constitution Council:
  - a) Provides two or three members to act as a Steering Committee at meetings of the Provincial Council;
  - b) Provides 6 members to act as a Steering Committee at meetings of the Provincial Assembly;
  - c) Provides advice and assistance to the Provincial Executive, Provincial Council, Districts, Bargaining Units and Sector Councils on matters related to Constitution, Bylaws, Policy and Rules of Order;
  - d) Provides training workshops for local Leaders (eg. How to Run a Meeting introductory workshop; Meetings, Minutes and Motions – comprehensive workshop; election procedures; constitutions.)
  - e) Provides advice and assistance to Presiding Officers and Executives of Districts, Bargaining Units, Branches, and Sector Councils on matters related to their constitutions, bylaws and policies;
  - f) Suggests housekeeping and other amendments to the OSSTF Handbook editor;
  - g) provides advice to the Presiding Officers of the Provincial Assembly and the Provincial Council and upon request, to the Provincial Districts and Bargaining Units, or Sector Councils on:
    - matters of parliamentary procedures or ordering of agendas;
    - the drafting or phrasing of resolutions,
    - the possible effect of resolutions on procedures and/or on other resolutions;
  - h) upon request, provides a Speaker and/or Steering Committee to Provincial Districts, or Bargaining Units for general meetings whenever possible.
3. The appointed member:
  - a) Should have some experience with the operation of a Federation meeting
  - b) Should be interested in constitutions, bylaws and policy statements
  - c) Should be willing to be trained in Robert's Rules of Order and parliamentary procedures
  - d) Should be able to attend up to seven meetings which include the Annual Meeting of the Provincial Assembly and two Provincial Council meetings per year
  - e) Should be prepared to act as a Chairperson at a District and/or Bargaining Unit annual meetings upon request.
  - f) Bilingualism is an asset. Members who are fluent in French and English or members who speak French as part of their role within OSSTF/FEÉSO are encouraged to apply.
  - g) Support Staff members are encouraged to apply.
  - h) Linguistic dexterity is an asset.

Further information can be obtained by contacting:

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Collège Notre-Dame, 101 Lévis Street  
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