

CHAIR:

TERM OF OFFICE: 1-YEAR

Chief Executive Officer and Chair of Advisory Council

- 1) Chairs all Association meetings
- 2) Oversees Association organizational structure
- 3) Acts as the liaison and chief spokesperson for the Association with both provincial and federal governments
- 4) Lobbies for federal and provincial funding
- 5) Liaises with the Ontario College of Teachers (OCT)
- 6) Liaises with OSSTF / OECTA / AEFO / OTF
- 7) Serves as non-voting member with the OYAP Coordinators Provincial Association (OCPA)
- 8) Delegates alternate OCEA representation when appropriate
- 9) Directs process for strategic planning
- 10) Serves as an “ex officio” member of all OCEA committees
- 11) Reports to the membership the activities of the OCEA Leadership Team at the Annual Business Meeting (ABM)
- 12) Establishes procedures/timelines related to implementing constitutional changes or amendments for Annual Business Meeting (ABM)
- 13) Facilitates constitutional review every five (5) years (last review was in 2019) and when specific Board of Director’s requests are made
- 14) Co-signs cheques with OCEA Treasurer or assigns a delegate
- 15) Co-signs OCEA-related contracts with OCEA Vice-Chair
- 16) Passes important correspondence to the OCEA Executive Administrative Assistant to keep a digital record
- 17) Establishes, with the approval of the OCEA Leadership Team, the dates for OCEA Leadership Team meetings and sends dates to relevant parties
- 18) Prior to every OCEA meeting:
 - Ø Calls for agenda items
 - Ø Creates and distributes agenda
 - Ø Prepares the strategic planning portion

SPECIAL MONTHLY ACTIVITIES:

July/August:

Provides and submits the following to the OCEA Administrative / Membership Secretary:

- 1) Updated list of incoming OCEA Leadership Team
- 2) Chair message (in English and French) for the homepage of the OCEA website
- 3) Chair message (in English and French) for the OCEA Fall Symposium program
- 4) Welcome message (in English and French) for the incoming OCEA Leadership Team
- 5) Updated list or chart of OCEA Portfolios, including pre-determined responsibilities for some of the incoming OCEA Leadership Team members
- 6) OCEA Leadership Team meeting dates for the upcoming year
- 7) Oversees the OCEA Board Manual revisions
- 8) Calls a Board Meeting, if necessary, to review financial situation and strategic plans for upcoming year
- 9) Works with the Treasurer for changeover of banking signatures

September/October:

- 1) Prepares Chair's Message for the OCEA e-NEWS (in English and French)
- 2) Arranges a photographer for a group and individual pictures of the OCEA Leadership Team for the website
- 3) Prepares speech/welcome to delegates for OCEA Fall Symposium
- 4) Reviews OCEA Leadership Team portfolios and duties for the upcoming year

October/November:

- 1) Forms interview team and hires conference planner
- 2) Assists with OCEA Fall Symposium as required

December/January:

- 1) Applies for external funding (e.g., OSSTF)
- 2) Liaises with OCEA Conference Chair(s)/Planning Committee and Planner

February/March:

- 1) Prepares a year-end report for the OCEA Board Secretary for the Annual Business Meeting (ABM)
- 2) Prepares the Chair's Address for the Annual Spring Conference
- 3) Assists with locating venue and solidifying contract for following year's Spring Conference

Annual Spring Conference - April/May:

It is recommended that the Chair does not run a workshop at the Conference.

- 1) Prepares schedule for the OCEA Leadership Team to follow at the Annual Spring Conference – to be finalized at the April OCEA Leadership Team meeting just prior to the Conference opening and in conjunction with the Conference Planner and Conference Chair(s)
- 2) Officially opens the Conference, welcomes the delegates, hosts events, and oversees the Annual Business Meeting (ABM)
- 3) Introduces the new OCEA Leadership Team for the following year after the election results have been provided by the OCEA Vice-Chair

May/June:

- 1) Works with incoming OCEA Chair to plan for the transition meeting
- 2) Sends a welcome message to the new OCEA Leadership Team
- 3) Plans portfolio responsibilities for the upcoming year with OCEA Leadership Team members
- 4) Solicits and collects OCEA Leadership Team Manual revisions from each Board member (if any) and forwards to the Executive Administrative Assistant
- 5) Suggests OCEA Leadership Team meeting dates for the upcoming year – for approval and input