



Ontario Catholic School  
Trustees' Association

## Nomination Form for OCSTA Vice President

**April 2014**

MOVED BY (*Print Name*): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME OF BOARD: \_\_\_\_\_

SECONDED BY (*Print Name*): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME OF BOARD: \_\_\_\_\_

THAT (*Nominee's Name*): \_\_\_\_\_ BOARD: \_\_\_\_\_

BE NOMINATED FOR THE POSITION OF OCSTA VICE PRESIDENT FOR THE PERIOD  
APRIL 2014 TO THE CONCLUSION OF THE 2016 AGM & CONFERENCE

I, \_\_\_\_\_ consent to stand for election to the above position.  
(*Signature of Nominee*)

**Deadline Date:** April 4, 2014 – 10:00 a.m. EST

Attachment – OCSTA Board of Directors – Roles and Responsibilities



Ontario Catholic School  
Trustees' Association

## **OCSTA Board of Directors – Roles and Responsibilities**

OCSTA is a Not-For-Profit Corporation and is subject to the  
**Not-For-Profit Corporations Act.**

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Association and consists of:

3 Table Officers: President, Vice President, Past President  
15 Regional Directors  
Executive Director  
Chaplain  
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at an Annual General Meeting.

The Board's responsibilities include:

- Serving as the principal source of policy and political direction for the Association between Annual General Meetings
- Approving amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM
- Approving annual Association budget, establishing membership and service fees
- Selecting OCSTA Award recipients
- Establishing ad-hoc Work Groups, as required
- Other responsibilities as adopted by the Board of Directors.

### **Board of Directors Meetings**

- 6 times per year (September, December, February, April (2) and June)
- May be called by the President at other times
- Shall be convened by the Executive Director upon direction in writing of five Directors.

### **Attendance (By-Law 7.7)**

If a Director plans to be absent from two consecutive Board of Directors' meetings, sometime before the second missed meeting, he/she must make an official request for the Board to pass a resolution authorizing the absence. Otherwise, the individual loses their position as Regional Director.

### **Committee Meetings**

There are currently 5 Standing Committees.

OCSTA Regional Directors are required to sit on 2 of these committees which meet approximately 3-6 times per year.

Ad Hoc Committees may be established as needed.

## **The Role of OCSTA Directors**

- To be knowledgeable of:
  - the issues currently under discussion at OCSTA
  - the position of OCSTA on these issues
  - the position of boards (within your region) on these issues.
- To know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- To engage and participate in meetings and Association events.
- To seek input and views from your region and bring forward issues to the Board of Directors.
- To help build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- To keep boards and trustees in your region aware of OCSTA issues and initiatives, sharing available reports and position papers (*see Communication Resources for Directors*).
- To enhance communication between the Board and OCSTA by:
  - providing, on a regular basis to boards in your region, a report on OCSTA Board of Directors' meetings
  - encouraging boards to respond to OCSTA issues and discussion papers.
- To ensure that OCSTA is kept informed of important issues, events and needs of boards in your region.
- To respect and protect the confidentiality of matters discussed at the OCSTA board table, unless advised such matters can be shared with school boards.

## **Table Officers**

### The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Sits on all Standing Committees
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA.

### The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President
- Represents the Association in place of the President, as required
- Any other duties, as determined by the President

### The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important advisory role for the current President and board.