

Job Description/Specification

Identification	J0273	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Administrative Assistant - Governance Structure Support	FORMER TITLE/DEPARTMENT: Admin. Assistant—CCD
DIVISION/DEPARTMENT:	CCD	PAY GRADE: 6
SUPERVISOR'S TITLE:	Director, CCD	DATE APPROVED: Feb 28, 2019

Function and purpose (a)

To perform and co-ordinate administrative assistant and secretarial duties for major governance structures of the BCTF; the Executive Committee, the Representative Assembly, and the Annual General Meeting.

Principal duties and responsibilities (a)

- 1. Executive Committee**
Provides administrative assistance to the Executive Committee of the BCTF by developing an agenda list for each EC meeting, attending agenda meeting and taking minutes, typing and proofreading the agenda, and e-mailing to EC members and all staff; contacts persons to make presentations on behalf of specific agenda items; gathering and collating documents into binders for the EC meeting; attends all EC meetings and records minutes; transcribes minutes, proofreads, arranges for printing, distributes and/or mails minutes to appropriate persons; prepares key decisions document into PDF format; checks in electronic minutes to the library; expedites the business of the EC, as directed, responds to telephone enquiries regarding decisions of the EC; develops an annual budget proposal for the EC to cover the direct expenses such as travel and accommodation, meeting facilities and mailing, regularly approves expenditures within the EC program, monitors expenditures and advises regarding balance in budget, proposes budget amendments, as necessary; books appropriate meeting space and required equipment for EC meetings, sends notices, makes accommodation arrangements, as required. Monitors EC release time forms and reconciles attendance at Federation events and various activities with the administrative assistant to the full-time table officers. Reconciles, on a monthly basis with billings from school districts or locals.
- 2.** Provides administrative assistance to the Representative Assembly of the BCTF by developing an agenda list for each RA meeting, attending the agenda-setting meeting, typing and proof reading the agenda and arranging for printing, mailing and e-mailing to RA members (LR);

attends all RA meetings—works in conjunction with another support staff to ensure copies of motions or amendments are copied for LRs, staff and the projection on overhead screens as directed. Co-ordinates advertising for RA appointed vacancies including receiving curriculum vitae, ensuring appropriate distribution of copies of vitae and notifying applicants following the RA. Responds to telephone enquiries regarding decisions of the RA; develops an annual budget proposal for the RA to cover direct expenses such as travel and accommodation, meeting facilities, and mailing; regularly approves expenditures within the RA program, monitors expenditures and advises regarding balance in budget, proposes budget amendments, negotiates with hotels and conference centres for accommodation and meeting space for RAs, books appropriate meeting space and required equipment for RA meeting; sends notices, makes accommodation arrangements and prepares a list for LRs and the hotel; sends leave of absence letters; prepares and distributes voting cards/signature list.

3. **Reports and Resolutions Book**

Provides administrative assistance for the development of the Reports and Resolutions booklet to the AGM. Responsibilities include receiving, responding to, rerouting and assigning numbers to incoming resolutions for submission to the AGM, ensuring those resolutions are included, together with supporting statements in the R&R Booklet, processing Executive Committee recommendations for submission to the AGM in similar fashion, including the development of supporting statements, ensures production and mailing deadlines are adhered to, transcribing and printing of the Resolutions Advice Booklet to the AGM.

4. **Annual General Meeting**

Organizes the Annual General Meeting of approximately 700 people, by negotiating, booking and confirming meeting and accommodation space and food and beverage, communicating with locals through memos and BCTF publications regarding dates, location, constitutional requirements and logistics. Logistical responsibilities entail ballroom seating arrangements, equipment set up, voucher processing; arranges for daycare—facilities, workers and equipment. Is also responsible, in conjunction with the president for preparation for printing of the AGM agenda. Sends invitation letters to AGM guests as requested by the president

5. Assists with the organization of meetings of local presidents by negotiating, booking and confirming meeting and accommodation space; communicating with locals through e-mails and memos regarding dates, location and logistics. Logistical responsibilities entail, seating arrangements, equipment set-up, registration, procedures, voucher processing, prepares and distributes voting cards/signature list and kits.

6. **Special Events**

Responds to various special project requests from the director of the Communication and Campaigns Division such as representing the CCD at various meetings, special research on organizing the logistics for special events such as protest rallies or demonstrations.

7. Collects and submits list of BCTF delegate names and processes registration cheque for BC Federation of Labour annual convention. Arranges hospitality rooms, meeting space, food and beverages, and audio visual for BCTF caucus meeting. Provides administrative assistance in preparation of BCTF resolutions to the convention. Attends meetings as required.
8. Negotiates and books meeting and accommodation space, food and beverage and audio visual for annual BCTF Public Education Conference, Local Election Contact Training, BCSTA Lobbying, provincial lobbying events, MLA and sittings of BC legislature, and other meetings as required.
9. Reviews and provides advice as necessary on hotel contracts for BCTF meetings and conferences.
10. Once every five years assists Education International on conference arrangements in Vancouver. This includes hotel, food and beverage, audio visual, interpretation services.
11. Proof reads bulletins, committee/staff postings and brochures as required.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

More than five years directly related experience in administration and secretarial work with the Federation or similar organization requiring a thorough working knowledge of political and policy based procedures, structures, regulations and communication processes. Extensive experience in organizing and documenting political events of a complex nature and producing publications where accuracy and political and organizational awareness are major considerations. A thorough working knowledge of Roberts' Rules of Order, parliamentary procedure and minute taking is also required, as is a demonstrated ability to work effectively with only general direction. Works well under pressure.

Education and training (c)

Completion of secondary school (Grade 12) plus more than one and up to two years of formal training in secretarial skills, shorthand or speed writing, office administration, work organization and/or related topics.

Licences and certificates (c)

Certified Meeting Professional certificate would be an asset.

Environment (g)

Physical/emotional environment limited to conditions normally associated with office clerical work such as communication skills, equipment operating dexterity, and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff are required to transmit or exchange information and data and to explain or clarify information often of a complex, politically sensitive or confidential nature.

Contacts and relationships with persons external to the Federation office involve Executive Committee members, local representatives, BCTF members, hospitality industry (hotels, convention centres), and the general public that require information and interpretation of policy. These contacts involve the transmission or exchange of information and the explanation or clarification of information provided and is a major consideration of the job. They require a high degree of tact and diplomacy and poor handling could have a marked effect on good relations, good will, and BCTF prestige.

Machines, equipment and work aids used

Computer, laptop, laser printer, FAX, telephone, photocopier, speed writing.

Positions supervised (e)

None

Physical and/or mental effort (f)

The work may involve mental and/or physical fatigue due to the volume of work, the overtime hours required, and scheduling pressures.

Working conditions (g)

Exposure to video display screen glare when operating computer terminal. Overtime required to handle heavy workloads several times during the year. Flexibility required to match hours of work and work-site to meeting schedule. Ergonomic and other aspects of working conditions may vary when working offsite.