



FEDERATION SERVICES

ROLES AND RESPONSIBILITIES OF FEDERATION STAFF

Professional growth networks are supported by Federation staff in various ways. An effective working relationship between Federation staff and networks requires regular two-way contact.

When the presence of Federation staff is critical to the discussions taking place at network board of director meetings, workshops, etc., submit requests well in advance with information or the role expected. Requests can be submitted to the Managing Director, Member Experiences and Operations. Every effort will be made to accommodate the requests and ensure staff are available to provide the support required.

Managing Director, Member Experiences and Operations

- Keep networks informed of Federation policies and guidelines so their activities do not run contrary to the activities and interests of the total teaching body.
- Provide advice on services available to networks through the Federation.
- Administer day-to-day Federation support and services for networks.
- Oversee governance including bylaws amendments and establishment and dissolution processes of networks.
- Monitor financial documents and disbursement of funds to networks.

- Review manuscripts of network publications before authorizing production in Design and Production to ensure there is no copyright infringement, libelous material or other inappropriate content.

Administrative Support Staff

- Provide day-to-day support and services.
- Review governance including bylaws amendments and establishment and dissolution processes.
- Maintain membership lists of STF members.
- Monitor financial documents and disburse funds.

Submit all email correspondence to stf@stf.sk.ca or call us at 306-373-1660 or 1-800-667-7762.

FEDERATION WEBSITE

A section on the Federation website, www.stf.sk.ca, is dedicated to professional growth networks. Information in this section includes the Toolkit with related operational policies, grant information, and forms and templates, a list of networks with links to their websites, an overview of the Advisory Committee, and a link to MySTF where members select their network.

MEMBERSHIP ADMINISTRATION

All Federation members are entitled to receive a yearly membership to a professional growth network of their choice as part of the privilege of being a STF member. Login through MySTF on the Federation's website to choose your professional growth network.

Costs related to the attendance of network conferences, workshops, seminars, etc. are not included in this membership.

Membership lists are sent to networks each month starting in October and then monthly if there are online sign ups for the network. The Federation will only share member selection and contact details with their selected network.

Members can join another network in addition to their selected network by contacting that network directly. Visit our list of networks for their contact information.

EVENTS

Professional Growth Networks Day

Professional Growth Networks Day is usually held at the Federation in Saskatoon in October or November. Network board members are invited to attend this event.

The day usually includes an opportunity for network officers to:

- Meet and interact with officers of other networks.
- Share highlights from the previous year.
- Provide a final report on special project grants.
- Attend breakout sessions.
- Take part in small and large group discussions.
- Meet with officers from their own network

The Federation pays approved expenses for up to three network board members who are current Federation members, in accordance with Federation rates and policy established by the STF Executive.

Annual Conference Arbos Prize Package

Each year professional growth networks are offered Federation memorabilia to use as prizes during their annual conference, annual general meeting, etc. To ensure all networks are treated equitably, to help maintain appropriate inventories and to control costs, the Federation has a standard prize package available upon request.

The merchandise must be provided at no charge as a prize. One prize package will be provided to each network at Professional Growth Networks Day.

Submit the request for the prize package when registering for Professional Growth Networks Day.

Professional Growth Opportunities

Information regarding upcoming professional growth opportunities is available in the Events Calendar on the Federation website. Networks are invited to post their professional growth opportunities in the Events Calendar using the *Events Calendar Posting Request* form available in the Related Links box on the Professional Growth Networks page of the website.

Networks should check the Events Calendar prior to planning any professional growth events to ensure their events do not coincide with other events already in the calendar. Allow four weeks for your event to be added to the Events Calendar.

Federation facilities may be booked for network professional growth activities, annual general meetings and executive meetings. Contact our Member Support Centre for room availability and further information. A *Federation Meeting Space Agreement* form must be completed.

DESIGN, PRODUCTION AND DISTRIBUTION

The Federation provides print design, production and distribution services at cost for professional growth networks. To request our services, please email design.production@stf.sk.ca.

With the high demand for print design, production and mail distribution services, priority will be given to professional growth networks that are prepared to work towards shared deadlines. All others will be handled on a first-come, first-served basis.

Save on mailing! The Federation typically has an all-school mailing the first Tuesday of each month (except for July). In August, the mailing is sent the last week for the start of the school year. Postage and handling costs are shared by all contributors. This is more cost effective for a professional growth network than mailing items separately.

For long-form documents (reports, newsletters, etc.) that require bindery and printing, please note that final page counts need to be divisible by four to ensure they can be produced correctly.

NETWORK WEBSITE HOSTING

To create and maintain an effective online presence, professional growth networks can currently take advantage of flexible, pre-configured website templates provided and hosted by the Federation. Contact us at design.production@stf.sk.ca if you are interested in this service. Staff will evaluate your current website requirements and recommend the best way forward.

Networks that have developed or want to develop a website with a third-party vendor are welcome to do so, however, we ask you to provide us with your website address so we can include it in the list of networks on the Federation website.

FEDERATION PUBLICATIONS

Professional Growth Opportunities Catalogue

The Federation produces an annual professional growth opportunities catalogue that includes quarter- or half-page ads for professional growth networks which are designed with templates provided by the Federation.

If your network is interested in providing a new or updated ad for the catalogue, please contact us and we will send you further information and our requirements. Our design team will work to create the ads for you. We will send you a copy of the final draft before publication.

All information must be submitted no later than the Friday before the Christmas break to be included in the upcoming catalogue.

Saskatchewan Teachers' Federation Bulletin

1. Network News

Networks interested in having their event highlighted or profiling a member/activity in the Bulletin may request STF coverage. While every effort is made to cover network events, it may not be possible to accommodate all requests.

2. Advertising

Professional growth networks may purchase advertising space in the Bulletin. A Bulletin Rate Card is available on the Federation website. Space may be reserved and copy for the ads must arrive by the deadline dates noted on the rate card. For further information email bulletin@stf.sk.ca.

ARCHIVAL AND RECORDKEEPING

Publications

A copy of every journal or newsletter published through Design and Production is kept in the Emma Stewart Resources Centre for lending for a period of 10 years. After 10 years they are sent to Central Records for archival purposes.

Two copies of each journal printed at the Federation are forwarded to the National Library of Canada in compliance with legal deposit requirements. These are available on a lending basis, however, they are difficult to access this way, so the Federation maintains copies of journals for lending purposes.

For publications printed outside the Federation, send two copies to Member Services. One copy will be given to the Emma Stewart Resources Centre for lending and one copy will be archived.

Other Records

The Federation maintains some basic records for the professional growth networks as archival records. Copies of these records are available to network board of director members upon request. These records include:

- Bylaws and revisions as provided by the network.
- Some historical information about each network.

It is recommended networks maintain their own records. Examples of important records include:

- Bylaws and any revisions.
- Minutes of board and annual general meetings, including documentation (i.e., reports, correspondence, etc.).
- Audited or reviewed financial statement.
- President's annual report.
- Proposed budget.
- Correspondence.
- Privacy policy and procedure relating to personal information.
- Application form for current members.

- Letter of permission for publications.
- Conference brochure and planning information.

Networks should establish a policy regarding which records are maintained, by whom and for what length of time. For a Records and Retention Policy template, see the Governance section in the Toolkit. For a Records Disposition Form, see the Operations section in the Toolkit.

Records containing personal information should be kept for the minimum length of time necessary to fulfill their purpose.