



ROLES AND RESPONSIBILITIES

Procedures for election or appointment of professional growth network board of directors and the related specific roles and responsibilities should be defined in the bylaws of the network. For those networks whose bylaws do not define specific roles for their board, these guidelines may be used.

CHANGES TO BOARD OF DIRECTORS

It is important for each network to keep the Federation informed of any changes to its board of directors. *Changes to Professional Growth Network Board of Directors* form should be used to forward changes as they occur.

PRESIDENT / CHAIR

The president holds the key management function for the professional growth network with these responsibilities:

1. Assign and communicate responsibilities to executive officers to ensure there is a clear understanding of roles.
 2. Establish an annual schedule of executive meetings.
 3. Follow parliamentary procedures when conducting network business:
 - Call the meeting to order and declare adjournment.
 - Ensure there is a quorum.
 - Announce the business and the order in which it will be considered.
 4. In consultation with the membership and privacy chair, ensure the policies and procedures of the network related to applicable privacy legislation are developed and followed.
 5. Ensure appropriate communication links with members are in place.
 6. Serve as an ex-officio member of all standing and ad hoc committees.
 7. Attend Professional Growth Networks Day and any other special meetings held for presidents.
 8. Maintain contact with Federation staff for purposes of information sharing.
 9. Contact Federation staff well in advance to request their attendance at network meetings, workshops, etc.
 10. Facilitate cooperation among professional growth networks.
 11. Liaise with related provincial, national and international organizations.
 12. Ensure the official records of the network are accurate, received and disseminated.
- Recognize members who are entitled to speak.
 - State and restate motions, putting motions to a vote.
 - Regulate and close debate.
 - Expedite the meeting business without compromising the rights of members.

13. Serve as the official spokesperson for the network.
14. Submit the president's annual report each year to the Federation for the purpose of fulfilling the basic grant requirements. This report should be submitted by June 30.

VICE-PRESIDENT

Responsibilities of the vice-president include:

1. Perform all the duties of the president should they be absent for any reason.
2. Complete the president's term should it become vacant for any reason unless the bylaws of the network provide otherwise.
3. Complete administrative duties as defined in the bylaws of the network.
4. Assist the president in carrying out presidential responsibilities.

PAST-PRESIDENT

This position is not elected but follows the term of presidency for a specific term as defined in the bylaws. Responsibilities may include:

1. Serve as advisor to the president and other board of directors as it relates to past procedures and provide information to assist the network in maintaining quality and continuity.
2. Other duties as defined in the bylaws (i.e., chair, bylaws committee, nominating committee).

TREASURER

The treasurer's responsibilities include:

1. Maintain financial control of resources.
 - Ensure there are or will be sufficient resources available to complete approved projects.

- Provide the board of directors with an early warning if projects are too ambitious or too numerous to be achieved with the limited resources of the network.
2. Ensure safe custody of assets.
 - Ensure cash in the bank and incoming funds are used only for approved projects.
 3. Maintain accurate financial record keeping.
 - Record financial transactions of the network.
 - Develop subsidiary records which determine a running balance of current accounts, expenditure commitments, etc.
 4. Provide accurate financial reporting.
 - Update the board on the status of accounts on a regular basis (i.e., revenue and expenditure since last reporting, current bank balances, etc.).
 - Develop a proposed budget with input by the board for approval by the membership at the annual general meeting and forward to the Federation.
 - Provide a year-end statement of revenue and expenditure to the board.
 - Provide an audited or reviewed financial statement on an annual basis to the board and the membership at the annual general meeting and forward to the Federation.
 - File reports to the Federation as required by recipients of special project grants.
 - File reports as required by government agencies (i.e., GST, Canada Revenue Agency, etc.).
 5. Determine if there are any issues the network must consider related to GST.
 6. Forward all records to the successor including:
 - Audited or reviewed financial statement for the last fiscal year.
 - Bank statements and cancelled cheques for all accounts.

- Receipt, deposit and account books.
- Paid and unpaid invoices.

SECRETARY

Working closely with the president, the secretary is responsible to:

1. Write, receive and reply to correspondence.
2. Make arrangements for, distribute notices of, and record and distribute minutes of meetings.
3. Setup and maintain an official motion book to keep all motions arising out of the minutes.
4. Maintain the permanent records of the network, including all minutes, agendas, treasurer's reports, bylaws or constitution, list of committees and their members, and any written procedures or rules of order. Amendments to the bylaws should be submitted to the Federation as they occur throughout the year.

Minutes of meetings should follow the format of the meeting agenda, be compiled within 48 hours of the meeting and include the following information. Meeting agenda and notes templates are available for your use.

- Date, time and place of meeting.
- Type of meeting (i.e., executive, annual general, etc.).
- Name of presiding officer, secretary and full names of all those attending executive meetings. In the case of an annual general meeting, full names of executive members and numbers of other members should be recorded. In both cases, regrets or absentee executive members should also be recorded.
- Times of call to order and adjournment.
- Whether the minutes of the previous meeting were read or distributed and approved at the meeting.
- Written copies of committee or executive reports should be attached to the minutes.

- Topics under discussion and motions made including name of mover and seconder and result of the vote.
- As well, action sheets indicating activities to be undertaken by specific executive members should be attached to the minutes.

5. Maintain safe custody of the corporate seal of the association, if any.
6. Sign all official papers such as resolutions, along with the president.
7. Forward all records to the successor including:
 - A binder or electronic method of combining documents which contains the official records of the network including its bylaws, minutes of meetings, annual reports, etc.
 - The corporate seal, if any.

MEMBERSHIP AND PRIVACY CHAIR

Duties of the membership and privacy chair include:

1. Publicize the benefits of joining the network.
2. Maintain an up-to-date membership list.
3. Forward a list of non-STF members to the Federation by June 30 each year using the *Non-STF Membership List* form.
4. Collect membership fees for non-STF members and keep a record of receipts. Forward these funds to the treasurer.
5. Responsible for compliance with applicable privacy legislation including day-to-day oversight.
6. Report to the board of directors on all aspects relating to membership and suggest needed policy changes.
7. Provide reports as may be required.

8. Work with the conference committee to make necessary arrangements for a membership drive, displays, etc.
9. Forward all records to the successor.
10. The privacy team should consist of individuals from the network (i.e., president, membership chair, vice-president, etc.) who will share the responsibility for carrying out the implementation and ongoing monitoring of the policies and procedures in accordance with applicable privacy legislation.

CONFERENCE COORDINATOR

The conference coordinator is responsible for all aspects of planning the annual conference. Specific responsibilities include:

1. Chair a conference planning committee to:
 - Determine the functions and objectives of the annual conference in the context of the objectives of the network.
 - Seek input from others regarding ideas for a program.
 - Develop a proposal for a conference program including a budget.
 - Organize appropriately to accomplish the various tasks (i.e., develop a timeline, establish subcommittees, appoint chairpersons, etc.).
 - Consider a detailed contingency plan.
 - Post the conference in the Events Calendar on the Federation's website using the online Events Calendar Posting Request form.
2. Attend board of directors meetings for the purposes of communication and accountability.
3. Facilitate the establishment and operation of required subcommittees (i.e., program, public relations, etc.), and support the chairpersons.
 - Develop or clarify the various roles and responsibilities of the committees and individuals.

- Provide advice.
 - Coordinate the work.
 - Attend committee meetings as needed to keep informed and share information.
 - Establish communication links with the editor of the network newsletter or journal.
 - Establish procedures necessary for handling revenue and expenditures with the network treasurer.
4. Prepare and present a post-conference report and financial report to the network board. It should include recommendations for the next conference coordinator.
 5. Forward all records to the successor including the previous year's post-conference report including recommendations.

EDITOR

The journal or newsletter is one of the most visible and important communication activities of the professional growth network.

The publication can inform members about upcoming meetings and conferences, actions of their board of directors, latest developments in current activities or topics of interest, and new programs or changes in their subject area.

The editor is responsible to:

1. Set the vision and goals of the journal or newsletter.
2. Set the editorial policies and style of the publication.
3. Present the proposed budget to the network board for approval.
4. Plan and gather material for each issue.
5. Edit all material.

6. Arrange for its preparation and supply the manuscript and electronic file to Design and Production.
7. Arrange distribution.

The editor should work closely with the network board to keep informed of the latest issues facing the network. With input from fellow directors, the editor plans the content of future editions of the journal or newsletter and can call on the other directors for help to prepare and solicit articles and other contributed material.

Well-organized editors set a vision for their publication. Some plan theme issues of their journal months in advance and develop a group of contact people whom they can call on for articles, story ideas or suggestions for contributors.

The journal promotes the overall goals of the network. It also fosters communication between the network members and board through letters to the editor, regular editorials, regular or guest columns, or personal viewpoints written by members.

The editor is a critical link to ensure the flow of communication among members of a network. The editor should feel free to ask for the help and involvement of others who keep abreast of current issues and topics and work to provide stimulating and relevant information to network members.

The editor and the network board must also consider the relationship of their organization to the Federation. While networks function as separate entities, they are subject to the conditions outlined in Federation policy. Representation and the basis of establishment are particularly important.

The Federation is accountable for actions it takes on behalf of a professional growth network. For example, both the Federation and the network would be subject to legal action if any items were published that infringe copyright or are allegedly libelous. For this reason, all network journals and newsletters printed at the Federation are reviewed by Federation staff prior to publication.

Copyright

Without authorization specifically allowing a network to reproduce articles or other material in the journal, Canada's copyright laws may be violated. Get express written permission for all articles, cartoons, photographs, abstracts or abridgments of articles and any other materials reproduced from other sources.

While national agreements allow copying a broad range of works for school-based and classroom use, they do not extend the right to reproduce articles in professional growth network publications.

Fair dealing for the purpose of research or private study, criticism or review, or news reporting does not infringe copyright if certain criteria are met. For information on fair dealing see section 29 of the Canadian Copyright Act, <http://laws-lois.justice.gc.ca>.

When an article, cartoon, selection from a book or other item published elsewhere is identified and would be of particular interest and value to readers:

- Check to see if the original publication has given blanket permission to reproduce. Sometimes education-related and non-profit publications print a blanket permission inside their front cover. If one exists and covers the reproduction, photocopy the permission for inclusion when submitting the manuscript to Design and Production.
- If no blanket permission exists, write a letter requesting permission to reproduce. See the *Sample Copyright Permission Letter* template for appropriate wording. Send a letter and a stamped, self-addressed envelope to the copyright holder. When writing to publishing companies direct the letter to the permissions department.
- Do not make abstracts of any articles without permission.
- Include a credit line with the reproduced article in the journal stating the article or item is reproduced with permission from the publication in question. Sometimes permission will be granted to reproduce, at no cost, if a specified or appropriate credit line is noted.

- Always provide evidence of permission to reproduce articles along with the journal manuscript and electronic copy supplied to Design and Production. Material will not be published until permission is verified in writing.

The question of who holds copyright for original material published in the journal must be determined between the publisher (the professional growth network) and the creators of the material. Often, a publishing organization (in this case, the network) will hold copyright for all material prepared for the journal. However, the journal publisher can choose to leave copyright in the hands of the individual authors of the articles. In the commercial magazine market, copyright often stays with the creator of the material and the publication pays only for one-time publishing rights.

When permission is obtained to reproduce an article from another publication or author, it is just for the one specific use requested. The professional growth network and its journal do not gain any rights to grant further use or reproduction of the article in question.

Advertising Guidelines

Principles

The Federation believes these principles and practices should be followed by all professional growth network publications. The Federation also encourages networks to establish their own editorial policies on advertising.

Purposes

- To contribute to the professional growth of members.
- To promote the interests of professional growth networks.
- To provide information to members of the network and other subscribers.

Content

Any advertising placed by the professional growth network or appearing in network publications shall:

- Conform to the policies of the Federation and the network.
- Contain no false or misleading statements.
- Ensure a regard for public safety and shall not depict situations which might encourage inappropriate, unsafe or dangerous practices.

Advertising Practices

Suggestions for items to include in an advertising policy:

- All advertisements must offer goods, services or information of specific interest to teachers.
- Advertisers assume sole liability and responsibility for all advertising content.
- Advertisement space in all issues is restricted and will be allotted based on receipt of confirmed orders in writing. Verbal agreements are not recognized by the publisher.
- The position of all advertising within the publication is at the sole discretion of the publisher.
- The professional growth network accepts no responsibility or liability arising from the failure for any cause to publish any advertisement.
- The publisher reserves the right to reject any advertising, including advertising it considers to conflict with the editorial mandate of the publication, which presents a position on issues deemed controversial by the publisher or which the publisher feels is not in good taste.

Public Service Bodies Conducting GST-Taxable Activities

The term public service body includes charities, non-profit organizations, municipalities, public colleges, universities, school boards and hospitals.

If a professional growth network falls within this definition and the annual worldwide sales from taxable supplies of goods and services are more than \$30,000, the network MUST register. This would include revenue from advertising and journal sales.

For GST purposes, public service bodies can elect to calculate this \$30,000 threshold separately for each of their branches or divisions in determining whether they must register for GST. For more information, contact the Canada Revenue Agency.

Identifying Publications

Every regular professional growth network publication should identify each edition with a volume number identifying the year of publication and a number identifying which edition it is within the publishing year (for example, Volume 24, Number 3). A publishing year can be the calendar year, the school year, the network's fiscal year or some other. It should remain consistent from year to year.

International Standard Serial Number

The International Standard Serial Number is an internationally recognized identification number for all serial publications. The number is permanently associated with a publication, so when the name of a journal changes, a new ISSN is needed.

The ISSN should be printed in a prominent place on every issue of a journal, such as on the cover, inside front cover or contents page. The eight-digit number should be preceded by the letters ISSN to identify it.

While publishers are not legally obliged to print ISSNs, the numbers provide clarity when identifying publications, especially those with similar names, and precision when recorded in lists or databases. An ISSN helps libraries identify and process serials and register the publications in major international publication registries.

An ISSN is easily obtained by contacting:

ISSN Canada
Library and Archives Canada
395 Wellington Street
Ottawa ON K1A 0N4
T: 1-866-578-7777
issn@lac-bac.gc.ca

OTHER ELECTED OR APPOINTED POSITIONS

A number of other positions may be defined in the bylaws of a network. In most cases the responsibilities are defined. If they are not defined, it then becomes the responsibility of the board to clarify the duties. Positions in this category include the following:

- Archivist
- Communications
- Councillor
- Honorary President
- Member-At-Large
- President-Elect