

Fine Arts Council

Handbook for Executive Members

2025



The Alberta
Teachers' Association

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I—FRAMEWORK

MISSION/BELIEF STATEMENT

BELIEF

1. The fine arts are essential components for the healthy growth of the fully developed individual. Involvement in the fine arts provides for expression of the basic human needs of both personal and cultural identity. We further believe that fine arts education is a vital component at all grade levels in Alberta schools.

VISION

- 2.1 Society will recognize and value the fine arts.
- 2.2 Fine arts teachers will be regarded as necessary and credible professionals duly respected and supported.
- 2.3 All school students will be provided with quality and consistent education in the fine arts from kindergarten through Grade 12.

MISSION

3. As a professional organization of the Alberta Teachers' Association (ATA), the Fine Arts Council's (FAC) fourfold mission follows:
 - 3.1 Develop and deliver programs and activities that provide fine arts teachers in the province with opportunities for growth in knowledge, skills and attitudes leading to improved teaching practices.
 - 3.2 Monitor and respond to emerging trends in the arts and education.
 - 3.3 Advocate matters of concern on behalf of members.
 - 3.4 Forge partnerships with other professionals and organizations in the arts and education in Alberta and Canada.

TARGETS

- 4.1 ATA members, especially fine arts teachers and the ATA Provincial Executive Council
- 4.2 Students in Alberta schools
- 4.3 Preservice teachers
- 4.4 Residents of Alberta

AIM

5. To increase members' knowledge and understanding of the functions of fine arts in the school and community so that they may be exemplars, advocates and ambassadors of fine arts in schools and communities.

II—GOVERNANCE

CHANGES TO THE COUNCIL'S POLICY AND HANDBOOK

6. The purpose of the policy committee is to propose changes to the council's handbook.
 - 6.1 This committee shall consist of the president (chair) and two other executive members plus the ATA staff advisor.
 - 6.2 This committee shall meet at least once a year to review existing policy.
 - 6.3 Once approved by the executive, all changes must be forwarded to Association PD staff so the council's official handbook can be updated.

MEETINGS

- 7.1 The full executive shall meet at least two times per year.
- 7.2 The table officers shall meet at least two additional times per year.
- 7.3 Working committees shall meet as necessary.
- 7.4 Where possible all meetings shall be held in conjunction with other Fine Arts Council meetings and events, for example, conferences and so on.
- 7.5 Following the annual general meeting (AGM), a meeting of the executive will be scheduled to provide an opportunity for outgoing executive members to brief incoming members.

ANNUAL REPORT

8. The president shall prepare an annual report as directed by the ATA.

ASSOCIATION POLICY AND ANNUAL REPRESENTATIVE ASSEMBLY

- 9.1 The council executive may develop policy resolutions that will be considered by the Association at its Annual Representative Assembly (ARA) in May.
- 9.2 Policy resolutions must be approved at an executive meeting and received by Association staff by December 15 at 5:00 pm if they are to be considered at the upcoming ARA.
- 9.3 Councils may send members to participate as observers at ARA. These individuals may speak for or against resolutions, but they cannot vote.
10. The **constitution** shall be as follows:

CONSTITUTION OF THE FINE ARTS COUNCIL OF THE ALBERTA TEACHERS' ASSOCIATION

I. DEFINITIONS:

- 1.1 In this constitution,
- 1.1.1 **active member** means those members identified in the Teaching Profession Act as being compulsory members of the Association;
 - 1.1.2 **associate member** means those individuals who are granted associate membership as per the Teaching Profession Act and Association bylaws;
 - 1.1.3 **Association** means The Alberta Teachers' Association;
 - 1.1.4 **council** means the Fine Arts Council of the Alberta Teachers' Association;
 - 1.1.5 **executive committee** or **the executive** means the body that governs the council's operations between annual general meetings;
 - 1.1.6 **executive secretary** means the executive secretary and chief executive officer of the Alberta Teachers' Association;
 - 1.1.7 **external liaison** means a person approved by the executive secretary (or their designate) to serve in a non-voting advisory or consultative capacity on the council executive;
 - 1.1.8 **general meeting** means either an annual general meeting or a special general meeting of the council's members
 - 1.1.9 **life member** means those retired members of the Association who are granted life membership according to the Association's bylaws.
 - 1.1.10 **Provincial Executive Council liaison** or **PEC liaison** means the member of Provincial Executive Council appointed by the Association's Table Officers Committee to provide ongoing support to the council;
 - 1.1.11 **specialist council lead** means the executive staff officer appointed by the Association's executive secretary to coordinate the Association's programs of support for specialist councils;
 - 1.1.12 **staff advisor** means the executive staff officer appointed by the Association's executive secretary to provide ongoing support to the council;
 - 1.1.13 **student members** means preservice teachers who are members of a student local at a teacher education program recognized by the Association;
 - 1.1.14 **subscribers** means an individual or organization not eligible for membership in the Association or council that registers to receive copies of the council's publications.
 - 1.1.15 **table officers committee** means the standing committee consisting of the council's senior elected officers (as opposed to the **Association's Table Officers Committee** which will always be identified as such);
 - 1.1.16 **year** means the council's fiscal and operation year which begins on July 1 and ends on June 30 of the following calendar year.

II. NAME:

- 2.1 The name of this organization shall be the Fine Arts Council of the Alberta Teachers' Association.
- 2.2 Changes to the council's name require the amendment of this constitution.

III. PURPOSE

- 3.1 The council's purpose shall be to support the objects of the Association as set out in Section 4 of the *Teaching Profession Act* and Association bylaws by offering programs and services to increase members' pedagogical and leadership knowledge and abilities, in general, and in the defined specialty area of fine arts (drama, dance, music and visual arts) education in particular.
- 3.1.1 Developing professional development activities, communities of practice, resources and publications that inform and inspire council members and members of the Association;
 - 3.1.2 Presenting workshops/webinars at professional development events organized by the Association, convention associations, locals or other specialist councils.
 - 3.1.3 Contributing to education research literature by:
 - a) publishing academic journals in the council's defined area of specialty;
 - b) hosting research symposia on topics related to the area of specialty; and/or
 - c) completing or commissioning research studies in the area of specialty, if such studies are supported by the Association's associate coordinator, research, and approved by the executive secretary (or their designate).
 - 3.1.4 Advancing Association policy by:
 - a) proposing new policy resolutions or amendments for consideration by the Association's Annual Representative Assembly;
 - b) providing advice to Provincial Executive Council, when asked, about new policy resolutions or amendments proposed by locals;
 - c) sending non-voting observers to the Annual Representative Assembly to speak to resolutions related to the council's area of specialty;
 - d) engaging in external-facing advocacy efforts (eg, writing letters to the minister or letters to the editor, developing position papers, speaking to the media), if such efforts are approved by the Association's Table Officers Committee or the executive secretary (or their designate); and/or
 - e) representing the Association on government committees and working groups as approved by the Association's Table Officers Committee or the executive secretary (or their designate).
 - 3.1.5 Developing relationships with external organizations that share the council's area of specialty by:
 - a) attending meetings and events organized by external organizations;
 - b) becoming members of external organizations, as approved by members at a general meeting of the Council and by the Association's Table Officers Committee or the executive secretary (or their designate); and/or
 - c) representing the council or Association on external bodies, as approved by the Association's Table Officers Committee or the executive secretary (or their designate).
 - 3.1.6 Providing information to the Association, when requested, about emerging trends and concerns in the council's area of specialty, with the following caveat:
 - a) The focus of specialist councils is professional development. Councils do not have representative or bargaining functions and must refrain from activities that provide venues for members to address issues such as working conditions and employment concerns, unless explicitly asked to do so by the Association's Table Officers Committee or the executive secretary (or their designate).

IV. MEMBERSHIP CATEGORIES, SUBSCRIPTIONS SERVICE AND FEES:

- 4.1 Active members of the Association may register for the council using their single no-charge specialist

council membership (which renews annually) or they can purchase an annual membership for the fee determined by the council (which expires after one year).

- 4.2 Associate members of the Association may purchase an annual membership in the council for the fee determined by the council (which expires after one year).
- 4.3 Student members of the Association may register for the council at no charge (which renews automatically each year provided the student member maintains their student local membership and renews their Association online account).
- 4.4 Life members of the Association may purchase an annual membership in the council for the fee determined by the council (which expires after one year).
- 4.5 The following individuals will be provided with complimentary membership in the council:
 - 4.5.1 the council's assigned staff advisor and PEC liaison (for the duration of their appointments);
 - 4.5.2 individuals from faculties of education, Alberta Education, or other external organizations who sit on the council's executive committee as post-secondary or external liaison representatives (for the duration of their appointments);
 - 4.5.3 teachers and school leaders from outside of Alberta who are participating in an organized exchange program in the province (for the duration of their exchange); and
 - 4.5.4 individuals who have been awarded honorary membership in the Association or the council (in perpetuity or until revoked by the executive).
- 4.6 Members of the council may attend all council events and will receive copies of all council publications, subject to any terms and conditions specified in the council's policy handbook or the Association's *Handbook for Specialist Councils*.
- 4.7 In certain cases, non-members may attend specific council events, subject to the conditions and fee structure listed in the Association's *Handbook for Specialist Councils*.
- 4.8 **Subscription Service**
 - 4.8.1 Although ineligible for membership in the Association and council, the following individuals and organizations, may register for an annual subscription to receive printed and/or electronic copies of all council publications:
 - a) Libraries, post-secondary institutions and member organizations of the Canadian Teachers' Federation may subscribe at no charge; and
 - b) Non-members and organizations not included in 4.8.1 a) may subscribe for an annual fee determined by the council.
 - 4.8.2 Subscribing to the council's publications does not entitle an individual or organization to attend council events.

V. COUNCIL EXECUTIVE

- 5.1 The council's executive committee shall include:
 - 5.1.1 the council's table officers committee:
 - a) the president;

- b) the president-elect or the past president (only one in office at any one time)
 - c) the secretary;
 - d) the treasurer;
 - e) the Provincial Executive Council (PEC) liaison
 - f) the staff advisor;
- 5.1.2 the conference chair(s), newsletter/journal editor(s), website manager and social media manager;
- 5.1.3 the art, dance, drama, music and generalist subject representatives;
- 5.1.4 a post-secondary representative from an Alberta faculty of education;
- 5.1.5 external liaison representatives from:
 - a) Alberta Education;
 - b) such other external organizations as requested by the council and approved by the executive secretary (or their designate).
- 5.2 To hold office in the council, all executive committee members listed in 5.1.1–5.1.3 must be members of the council and must possess the highest level of Association membership possible (either active or associate).
 - 5.2.1 Student members cannot hold office, but they may assist committee chairs, coordinators, editors, directors, managers and members-at-large with carrying out their assigned duties provided the student member is closely supervised by the elected/appointed active or associate member.
 - 5.2.2 Should any life member wish to run for office on the council executive, they must either restore their active member status by working as a substitute teacher or register as an associate member (and pay the required annual fees).
- 5.3 All table officer positions, with the exception of the PEC liaison, staff advisor, president and past president, shall be elected as follows:
 - 5.3.1 The president-elect shall be elected at general meetings held in odd-numbered years for a one year term;
 - 5.3.2 The treasurer shall be elected at general meetings held in odd-numbered years for a two year term; and
 - 5.3.2 The secretary shall be elected at general meetings held in even-numbered years for a two year term.
- 5.4 The president and past president shall be appointed (or elected, if necessary) as follows:
 - 5.4.1 The sitting president-elect shall be appointed president at general meetings held in even-numbered years for a two year term.
 - a) If the sitting president does not wish to serve as the president, the meeting shall proceed to elect a member to serve as president for a two year term.
 - 5.4.2 Following two years in office, the sitting president shall be appointed past president at general meetings held in even-numbered years for a one year term.
 - a) If the sitting president does not wish to serve as the past president, the meeting shall proceed to elect a member to serve as past president for a one year term.
- 5.5 The conference chair(s), newsletter/journal editor(s), website manager and social media manager shall be appointed by the council's table officers committee as follows:
 - 5.5.1 The conference chair(s) shall be appointed annually for one year terms;
 - 5.5.2 The newsletter/journal editor(s) shall be appointed in odd-numbered years for two year terms;

- 5.5.3 The website manager shall be appointed in even-numbered years for a two year term; and
- 5.5.4 The social media manager shall be appointed annually for one year terms.

5.6 The subject area representatives shall be elected as follows:

- 5.6.1 The art, dance and generalist representatives shall be elected at general meetings held in even-numbered years for two year terms; and
- 5.6.2 The drama and music representatives shall be elected at general meetings held in odd-numbered years for two year terms.

5.7 Requests for a post-secondary representative and/or external liaison representatives (such as from Alberta Education or other organizations) may be sent by the council's table officers committee to the Association's specialist council lead who will forward the request to the Association's Table Officers Committee for consideration and approval.

- 5.7.1 If approved, Association staff will be responsible for contacting faculties of education, Alberta Education, and external organization(s) to identify representatives on an annual basis.
- 5.7.2 Post-secondary representatives and external liaison representatives serve for a term length determined by their employer, or until the council's table officers committee determine that representation is no longer necessary or is no longer in the best interest of the council and/or the Association.

5.8 **Nominations and Elections**

- 5.8.1 The returning officer for all elections will be the council's staff advisor.
- 5.8.2 Nominations for open executive positions will be advertised through the council's website and social media accounts at least thirty days prior to the general meeting.
- 5.8.3 At the general meeting, elections will follow the order of positions listed in 5.1.1 and 5.1.3 and will be conducted according to the process listed in the Association's *Handbook for Specialist Councils*.
- 5.8.4 Following the general meeting, the council's new table officers committee will meet to:
 - a) appoint members to any open conference chair(s), newsletter/journal editor(s), website manager and social media manager positions; and
 - b) resolve any vacancies.

5.9 **Term Start and End Dates**

- 5.9.1 The term for any elected position begins immediately following the general meeting at which the individual was elected and end at the next general meeting when elections for that position are held.
- 5.9.2 The term for any appointed position begins immediately following the table officers committee meeting at which the individual was appointed and end one or two years later, depending on the position and term length specified in 5.5 above.

5.10 **Vacancies**

- 5.10.1 Should there be no nominees for one or more elected positions during a general meeting, or if any appointed or elected position becomes vacant before the end of its term, the council's table officers committee shall either:
 - a) divide the duties assigned to the vacant position between one or more of the current executive committee members for the duration of the term;

- b) appoint a member of the council to the vacant position for the duration of the term; or
- c) appoint an active or associate member of the Association to the position for the duration of the term, provided they are willing to join the council either as a no-charge or paid member.

5.10.2 Should one or more post-secondary representative or external liaison representative position(s) become vacant, the council's table officers committee shall refer this to Association staff so a suitable replacement can be identified.

VI. DUTIES

- 6.1 The required duties for all specialist council table officers and executive committee member positions are listed in the Association's *Handbook for Specialist Councils*.
- 6.2 Additional duties may be assigned to any of the council's elected or appointed positions but must be listed in the council's policy handbook.
- 6.3 Additional duties may not be assigned by the council to the staff advisor, PEC liaison, post-secondary representatives, and external liaison representatives.

VII. LEAVES OF ABSENCE

- 7.1 Requests from any executive committee member listed in 5.1.1–5.1.3 for maternity, parental or adoption leave shall be approved by the council's table officers committee for a period of up to one year or until the end of the member's term, whichever occurs first.
- 7.2 Requests from any executive committee member listed in 5.1.1–5.1.3 for a leave of absence for a reason other than those listed in 7.1, may be approved by the council's table officers committee for a period of up to one year or until the end of the member's term, whichever occurs first.
- 7.3 Approval of a member's request for leave is not contingent on any decisions made by the member with respect to leave of absence from their employment.
- 7.4 Any benefit, access or privilege associated with the member's position on the council's executive committee is suspended during the period of leave and shall be reinstated once the member resumes their position.
- 7.5 Any executive position vacated by a member during their leave will be filled by the council's table officers committee in accordance with section 5.9

VIII. REPLACEMENT OF EXECUTIVE OFFICERS

- 8.1 With the exception of the PEC liaison and staff advisor, any executive member listed in 5.1.1–5.1.3 may be removed from their position by the council's table officers committee if they have:
 - 8.1.1 been deemed to be delinquent in fulfilling their responsibilities by a two-thirds vote of the

- 8.1.2 council's table officers committee conducted by secret ballot; or missed two meetings during their current term without reasonable cause and proper notification to the president.

8.2 An individual removed from their position under 8.1 shall receive an emailed letter from the table officers committee that outlines the reasons for removal.

- 8.2.1 Within seven days of the receipt of this letter, the removed member may appeal to the council's table officers committee in person or via videoconference to seek reinstatement should extenuating circumstances exist.
- 8.2.2 If the member is not reinstated, the council's table officers committee will fill the vacant position in accordance with section 5.9.

IX. PROVINCIAL ASSOCIATION INTERVENTION

- 9.1 Beyond the ongoing advice and support provided by the staff advisor and PEC liaison, from time to time, the Association's specialist council lead may provide enhanced guidance and direction to help the council resolve emergent governance or operational issues.
- 9.2 If the council would benefit from more prolonged support, the executive secretary (or their designate) may appoint an individual to serve as an additional advisor or executive director to the council and will communicate the term and duties of this individual to the council's table officers in writing.
- 9.3 If there is reason to believe that the council's governance, operations or reputation have been seriously compromised or that any of the council's table officers committee or executive committee members have engaged in improper, unethical or potentially illegal practices, the Association's Table Officers Committee may authorize corrective actions to resolve this matter.
- 9.4 Such corrective actions include, but are not limited to, any one or combination of the following:
 - 9.4.1 calling a special meeting of the council's table officers or executive committees or a special general meeting;
 - 9.4.2 issuing a letter of concern and/or direction to one or more of the council's table officers committee or executive committee members;
 - 9.4.3 varying or reversing decisions previously made by the council's table officers committee, executive committee or general meeting;
 - 9.4.4 amending the council's policy handbook and constitution;
 - 9.4.5 increasing Association staff support to the council;
 - 9.4.6 initiating an investigation of the council or one or more of its table officers committee or executive committee members;
 - 9.4.7 suspending one or more of the council's table officers committee or executive committee members permanently or for a specific period of time (such as until the conclusion of an investigation or the end of their term);
 - 9.4.8 appointing one or more individuals to assume the responsibilities of any suspended council table officers committee or executive committee members for a specific period of time (such as until the conclusion of an investigation or the end of their term);
 - 9.4.9 limiting the ability of individual council table officers or executive committee members to run for or hold office on the council and/or other specialist councils in the future;
 - 9.4.10 removing all council table officers committee and executive committee members from their

positions and appointing an official trustee with broad discretionary powers to conduct the affairs of the council for a specific period of time or until specific issues have been addressed and an election can be held; or

9.4.11 taking any other action deemed necessary.

9.5 In the event that the intervention or corrective action ordered by the Association's Table Officers Committee results in the suspension of a council table officer or executive committee member, the suspended individual(s) may appeal to Provincial Executive Council for reconsideration.

X. POLICY HANDBOOK

10.1 The council must maintain a handbook that outlines its policies and procedures none of which may be contrary to or in conflict with the principle or intent of language in this constitution, the Association's *Handbook for Specialist Councils* or any Association guidelines or directives.

10.2 Amendments to the Policy Handbook

10.2.1 All policies and procedures in the council's handbook may be amended by a majority vote of the council executive committee at any regularly scheduled meeting or at a meeting called specifically for this purpose.

10.2.2 From time to time, Association staff may amend the council's policy handbook:

- a) to correct any portion that is contrary to or in conflict with the principles and documents specified in 10.1; or
- b) if the handbook is determined to be significantly out-of-date or lacking in specificity.

10.3 The Association retains the official copy of the council's policy handbook.

XI. COMMITTEES

11.1 The primary role of the table officers committee is to ensure the business-like governance and operations of the council. As such the table officers committee shall meet to:

- 11.1.1 exercise general supervision of the council's operations;
- 11.1.2 declare a table officer or executive position vacant, as necessary;
- 11.1.3 make appointments, approve leaves and fill vacancies, as necessary;
- 11.1.4 create or dissolve regional councils and special-interest/subject area groups of the council, as necessary;
- 11.1.5 develop the council's proposed budget for presentation to the executive committee;
- 11.1.6 make recommendations to the executive committee concerning the council's programs and services to members, operations, constitution and policy handbook;
- 11.1.7 plan executive committee meetings and strategic planning events;
- 11.1.8 discuss emergent and important matters and refer these to Association staff for resolution, as necessary;
- 11.1.9 when time is of the essence, assume the functions of the executive committee; and
- 11.1.10 carry out such other duties as specified in the council's policy handbook.

11.2 The primary role of the executive committee is to plan, implement and deliver the council's programs

and services for members. As such the executive committee shall meet to:

- 11.2.1 conduct and analyze short surveys of council members to determine their professional development needs, and, in response, develop professional development activities, communities of practice, resources and publications that meet these needs;
 - 11.2.2 develop and implement an annual calendar of in-person and/or online professional development opportunities for council members;
 - 11.2.3 develop and implement an annual communications plan to promote the council's programs and services to council members and to Association members;
 - 11.2.4 provide on-site/online leadership and support at all council events;
 - 11.2.5 provide advice to the council's table officers committee by:
 - a) sharing reports from the field related to the council's area of specialty;
 - b) reviewing and approving in principle the council's proposed budget for presentation to the annual general meeting;
 - c) reviewing and approving in principle amendments to the council's constitution for presentation to the annual general meeting; and
 - d) reviewing and approving amendments to the council's policy handbook; and
 - 11.2.6 carry out such other duties as specified in the council's policy handbook.
- 11.3 The council's table officers committee and executive committee can strike such other standing and ad hoc committees as required to assist or to inform the council's governance and operations.

XII. FINANCIAL OPERATIONS AND REPORTING

12.1 The Budget

- 12.1.1 The council's financial operations are guided by a budget which must be approved by a majority of the members present at an annual general meeting.
 - 12.1.2 If, at any time, the council's table officers committee determines that the council is operating without an approved budget, a special general meeting shall be called to resolve this as soon as possible.
 - 12.1.3 The budget must:
 - a) support the council's purpose (as specified under section III);
 - b) fund programs and services that provide value to council members and demonstrate a clear return on investment to the Association's broader membership;
 - c) meet the council's current and projected operational needs; and
 - d) ensure the council's accumulated surplus is maintained within limits set by the Association.
- 12.2 The council's membership and subscription fee rates should be reviewed and approved as part of the annual budget.
- 12.3 The council's signing officers shall be the president, the treasurer, the staff advisor, the Association's chief financial officer and such other table officers committee members as approved by the council at a general meeting or executive committee meeting.
- 12.4 The council shall collect and disburse monies according to the financial policies in the council's policy handbook, which may not be contrary to or in conflict with the principle or intent of language in this constitution, the Association's *Handbook for Specialist Councils* or any Association guidelines or directives.

12.5 Contracts

- 12.5.1 The council shall negotiate contracts to minimize financial liability.
- 12.5.2 All venue and keynote speaking contracts as well as any contracts over \$5000 must be reviewed by Association staff and signed by the council's staff advisor.
- 12.5.3 Contracts for support staff must be signed by the executive secretary or other Association signing officer (as explained in 13.2.2).

12.6 Reporting

- 12.6.1 The council shall submit an annual report to the Association on or before August 31 each year which shall include:
 - a) audited financial statements prepared by Association finance staff or by an accountant approved by the Association's chief financial officer (or their designate);
 - b) a summary of the council's programs and services to members for the year; and
 - c) all other documents and information specified in the Association's *Handbook for Specialist Councils* and those requested from time to time by the Association's specialist council lead.
- 12.6.2 If the council is unable to meet the annual report deadline and if, in the opinion of the executive secretary (or their designate), external assistance is required, such assistance will be arranged by Association staff and charged to the council.

XIII. SUPPORT STAFF

- 13.1 From time to time, the council may contract support staff to assist with the planning, operation, or administration of its programs and services provided that:
 - 13.1.1 an elected member of the executive is assigned to direct and oversee the individual's work; and
 - 13.1.2 the individual's assigned duties are specified in a service agreement approved by the council's table officers committee and signed by the executive secretary (or their designate).
- 13.2 Notwithstanding any other provision in this constitution or in related policies or frames of reference
 - 13.2.1 the council shall not enter into or renew any contract of employment, collective agreement or contract for the provision of personal services without submitting the proposed terms of the contract or agreement to the Association's executive secretary (or their designate) for review and approval prior to its execution;
 - 13.2.2 the executive secretary or other Association signing officer shall be a required signatory to any contract of employment or contract for the provision of personal services entered into by the council; and
 - 13.2.3 the most recent, fully executed copy of any contract for the provision of personal services and any related collective agreement shall be filed with the Association and shall be deemed to be the authoritative copy of the contract or collective agreement.

XIV. MEETINGS AND VOTING

- 14.1 The proceedings of all council meetings shall be conducted in accordance with the official rules of order and procedures as published in the *Members' Handbook of the Alberta Teachers' Association*, unless otherwise specified in the Association's *Handbook for Specialist Councils*.

- 14.2 The council is strongly encouraged to schedule all table officers committee, executive committee meetings, general meetings, and professional development events at the first meeting of the school year.
- 14.2.1 When scheduling meetings, the council must consult with their assigned staff advisor and PEC liaison to determine their availability and to avoid the dates of major Association events.
- 14.2.2 The council's assigned staff advisor and PEC liaison must be invited to all council meetings and events.
- 14.3 **Annual General Meetings**
- 14.3.1 An annual general meeting of the membership of the council must be held at least once each fiscal year.
- 14.3.2 Notice of the annual general meeting and the proposed agenda shall be provided to council members at least thirty days in advance.
- 14.3.3 The agenda for the annual general meeting must include all matters identified in the Association's *Handbook for Specialist Councils*.
- 14.3.4 All reports, documents, and other meeting materials must be shared with members electronically seven days prior to the meeting, except for proposed amendments to the council's constitution which must be provided to members thirty days prior to the meeting.
- 14.4 **Special General Meetings**
- 14.4.1 Special general meetings may be called to address emergent matters and shall have the same authority as an annual general meeting.
- 14.4.2 Notice of a special general meeting shall be provided to council members electronically with at least thirty days notice and shall include a statement as to the emergent nature of the meeting.
- 14.4.3 All reports, documents, and other meeting materials must be shared with members electronically seven days prior to the meeting.
- 14.5 **Committee Meetings**
- 14.5.1 Meetings of the council's table officers, executive, and any other committees will be called by the president or chair with at least seven days notice, unless the meeting is being called to discuss an emergent matter.
- 14.6 **Quorum**
- 14.6.1 Quorum for annual and special general meetings shall be the active and associate members in attendance.
- 14.6.2 Quorum for all committee meetings (including table officers committee and executive committee meetings) shall be a majority of the voting members of the committee.
- 14.6.3 Notwithstanding the above, the council's assigned staff advisor (or another designated Association staff officer) or the PEC liaison must be present at any council meeting for quorum to be met.
- 14.7 **Voting**
- 14.7.1 All executive members listed in 5.1.1–5.1.3 shall be entitled to vote at all council meetings.
- 14.7.2 Active and associate members of the Association may vote at general meetings.
- 14.7.3 The following individuals are not entitled to vote at council meetings:

- a) student members of the Association;
- b) life members of the Association;
- c) liaison representatives;
- d) individuals contracted by the council as support staff; and
- e) any guests in attendance.

14.7.4 The post-secondary representative may only vote at council meetings if they are an associate member of the Association.

XV. MEMBERSHIP IN EXTERNAL ORGANIZATIONS

15.1 The council may become a member in external organizations in the council's area of specialty provided that:

- 15.1.1 a majority of members present at a general meeting vote in favour of seeking membership;
- 15.1.2 the request for membership is approved by the Association's Table Officers Committee; and
- 15.1.3 all membership costs, cash and in-kind donations to external organizations are detailed in the council's budget and reported to Association finance staff.

15.2 The council's membership in an external organization can be terminated by:

- 15.2.1 a majority vote of members present at a general meeting; or
- 15.2.2 by the Association's Table Officers Committee if, at any time, they determine that doing so is in the best interest of the council, its members or the Association.

15.3 The list of external organizations in which the council is a member must be:

- 15.3.1 reaffirmed or amended annually at a general meeting; and
- 15.3.2 itemized in the council's annual report.

15.4 Representation

15.4.1 From time to time, the council's table officers committee may be invited to recommend individuals to represent the council or Association on external bodies.

- a) The Association's Table Officers Committee may appoint individuals other than those recommended by the council to represent the council and the Association on external bodies.
- b) The term length for any such representation shall end on June 30 each year, after which the Association's Table Officers Committee will renew or replace the representatives.
- c) When it is determined to be in the best interest of the Association and its members, the Association's Table Officers Committee may opt to end the representation entirely.

XVI. HUMAN RIGHTS STATEMENT

16.1 The following Human Rights' statement is required to be read aloud, distributed electronically and/or provided in print at the outset of all council meetings, events and activities:

As an organization that promotes and is committed to respecting human rights and ensuring a safe,

secure and healthy environment for all, the Alberta Teachers' Association (ATA) works to ensure that all present at or participating in ATA programs and events are protected from violence and harassment. All ATA members are therefore expected to promote and defend the fundamental human rights of everyone engaged in ATA programs, activities or other ATA work. ATA members are expected to treat one another with fairness, respect and dignity and to uphold the highest standards of professionalism, accountability, competence and integrity as representatives of the provincial Association as well as their respective locals and subgroups. Furthermore, ATA members are obliged to act to prevent violence and harassment wherever possible and report to the appropriate person in authority any suspected breaches of this statement that come to their attention.

- 16.2 An appropriate person at each meeting, event and activity (typically, the council's staff advisor or PEC liaison) will be identified as an authority to receive complaints.
- 16.3 The council's president, staff advisor, PEC liaison, and other persons designated by the president, are authorized to warn, reprimand and/or remove from a meeting, event, activity or representative role any participant whom they reasonably believe to be in breach of the statement.
- 16.4 Any further investigation or measures necessary will be undertaken in accordance with other existing policies, procedures and processes.

XVII. GOVERNANCE EMERGENCIES

- 17.1 In the event that Provincial Executive Council declares a governance emergency to be in effect, directives issued by Provincial Executive Council under that declaration shall supersede any other provision in this constitution or any related policy or regulation and shall be binding as if the directives formed part of this constitution or any related policy or regulation.

XVIII. THE CONSTITUTION

- 18.1 The Association maintains the official version of the council's constitution and will amend it only after all requirements listed below have been met.
- 18.2 This constitution may be amended provided:
 - 18.2.1 a notice of motion and the text of the proposed amendments have been sent to members thirty days prior to the general meeting at which the amendments will be presented;
 - 18.2.2 the motion to amend the constitution is approved by two-thirds of the voting members present at the general meeting; and
 - 18.2.3 the amendments are ratified by the Association's Table Officers Committee.
- 18.3 Changes to the constitution take effect once the amendments have been approved by the Association's Table Officers Committee.

Revision Dates

1965
1978
1982

Amended by ATA Table Officers 1994 09 09
Amended by ATA Table Officers 2002 11 25
Amended by PEC 2005 04 07 (legislated membership changes)
Amended by PEC 2006 05 15–16 (membership changes)
Amended by PEC 2007 09 20–21 (suspension or removal of officers)
Amended by PEC 2007 10 25–26 (PEC liaison voting changing)
Amended by PEC 2011 06 16–17
Amended by ATA Table Officers 2014 09 09
Amended at ATA Table Officers 2015 01 08
Amended by ATA Table Officers, 2015 05 25 (student membership fee change)
Amended by PEC 2017 04 07 (maternity, parental and adoption leave)
Amended at ATA Table Officers 2018 11 15
Amended by PEC 2020 04 29 (emergency governance)
Amended by PEC 2021 09 16 (contract signatory change)
Amended by ATA Table Officers 2024 03 20 (assignment of executive director)
Amended by ATA Table Officers 2024 10 10 (add social media manager, remove executive director)
Amended to align with new Standard Constitution approved by PEC 2025 05 04

III—OPERATIONAL

ROLES AND RESPONSIBILITIES

- 11.1 The president will be responsible to ensure that the Roles and Responsibilities section of the handbook remains current.
- 11.2 Each executive member will inform the president of changes to their roles and responsibilities.
- 11.3 Specific expectations for certain positions will be established by the Association and laid out in the council's constitution.

ASSOCIATION TRAINING OPPORTUNITIES AND MEETINGS

- 12.1 The Association holds a number of training opportunities and meetings throughout the year. These include Summer Conference in August, Professional Development Area Conferences in November and April, and other role-specific training that typically occurs in January.
- 12.2 It is imperative that the council sends representatives to these training opportunities and meetings to ensure the council is kept up-to-date on important changes and processes and to maintain contact with Association staff and other councils.
- 12.3 The Association will reimburse council representatives for most of the costs associated with attending these events. Any costs not covered can be submitted to the council for reimbursement.

EXECUTIVE PROFESSIONAL DEVELOPMENT FUNDS

- 13.1 All members of the executive will be able to access professional development activities in their discipline with the following conditions:
- 13.2 Executive members can access \$375 per year which can carry over to a maximum of \$1500 over consecutive years.
- 13.3 Requests to access professional development funds must be submitted to the treasurer in writing (including by email). Where possible, requests should be submitted at least 2 months prior to the activity. The treasurer will forward the request to Table Officers for approval.
- 13.4 Executive members may submit receipted expenses for the approved activities to the council treasurer as soon as they are incurred. If they are not able to attend the approved event, they must reimburse the council for any refundable expenses.
- 13.5 Receipts for all expenses must be submitted to the council treasurer within 30 days of the conclusion of the activity.
- 13.6 Executive members must provide a written report about the activities attended at the next executive meeting. These reports do not necessarily need to be submitted to a council presentation or presented at a council event.

13.7 Funds are only available to current executive members.

13.8 The web manager receives an honorarium of \$750 twice a year for an annual budget of \$1500.

PROFESSIONAL LIAISON

14. It is the belief of the Fine Arts Council that networking and working with other fine arts and educational bodies will greatly increase the chances of meeting our common aims.

14.1 The Fine Arts Council may become members with other provincial or national or international organization in each of the music, art, dance and drama disciplines.

14.2 Correspondence with each organization will be conducted by the subject area representative and reported at the next executive meeting.

14.3 The Fine Arts Council executive will determine which organizations it will join.

14.4 Once during their terms, subject representatives and the president will be provided, upon approval of their application to table officers, a maximum of \$750 to attend a conference/symposium or professional meeting in their discipline (excluding the Fine Arts Council annual conference).

.1 Upon their return they must submit a written report of their liaison efforts at the next Fine Arts Council meeting.

.2 Upon their return a written report must be submitted to a Fine Arts Council publication.

.3 A maximum of three may be sponsored per year (\$2,250).

.4 In the event that the subject area representatives do not use their liaison funds, the said funds will be placed in general revenue.

14.5 The web manager receives an honorarium of \$750 twice a year for an annual budget of \$1500.

NOMINATIONS/ELECTIONS

15.1 It is the duty of all executive members to actively recruit Fine Arts Council members to serve on the executive.

15.2 A call for nominations shall be distributed to members no less than 30 days prior to the AGM.

15.3 All nomination forms must be forwarded to the staff advisor of the Fine Arts Council.

15.4 Nominations can be made from the floor of the AGM.

15.5 Nominations will cease during the AGM.

15.6 For positions for which there is more than one nomination, an opportunity will be provided at the AGM for candidates to speak to the membership.

MEMBERSHIP

- 16.1 All table officer and executive committee members shall have access to council membership through the ATA Online Member Listings tool.
- 16.2 Membership lists are confidential and shall not be released to any individual or association.
- 16.3 It is the responsibility of all members of the executive to actively encourage Association members to join the council.
- 16.4 New members must sign-up for the council through the Association's website or by calling Association PD staff.

RESEARCH AND ADVOCACY

- 17.1 From time to time, the council may conduct or commission research related to its area of specialty.
- 17.2 Research projects must be approved by the executive and the Association's associate coordinator of research.
- 17.3 All research reports and data will be the property of the Association.
- 17.4 The Fine Arts Council may request permission from the Association's Provincial Executive Council to engage in advocacy efforts with Alberta Education.

PUBLICATIONS

- 18.1 The Fine Arts Council will use the *ATA Magazine* and the *ATA News* to circulate pertinent information about council events and activities.
- 18.2 *A Fine FACTA* (news journal) may be published up to three times a year.
- 18.3 The Fine Arts Council will maintain a website for the purpose of communication with the members.
- 18.4 The council's website and publications are prohibited from providing third party advertising.
- 18.5 From time to time based on emergent need, the council may develop pedagogical or leadership resources for use by members. These resources need to be edited and printed by the Association.
- 18.6 A clinicians list will be maintained of fine arts teachers and artists as requested in our publications and at our activities.
 - .1 The Fine Arts Council does not evaluate and therefore does not endorse nor promote individuals as clinicians.
 - .2 This list will be made available to membership upon request.
 - .3 The clinicians list will be updated by subject representatives and forwarded to the *staff advisor* by June of each year.

PROFESSIONAL DEVELOPMENT

- 1.1 The Fine Arts Council will provide ongoing professional development for its members.
- 1.2 The council is encouraged to develop workshops that can be offered at Association events including the Beginning Teachers' Conference, teachers' conventions, and at other specialist council events.
- 1.3 To maintain consistency and fairness the following professional development procedures will be followed:
 - .1 All presenters at our event will have the registration fee waived.
 - .2 Honoraria for all sessions will be identical [\$200 per session up to 75 minutes (Oct 2023)]
 - .3 Keynote and special sessions will be determined by contract.
 - .4 Co-presenters will have their registration fee waived and will share the session honoraria with their co-presenters unless their contract clearly states that each co-presenter will receive the total honorarium amount.
- 1.4 No sessions will be offered and honoraria paid until a contract is signed by the Fine Arts Council and the presenter.
- 1.5 Speakers (including members of the executive) scheduled to present at any council events must sign the Association approved speaker contract.
- 1.6 Executive members may have their conference fee covered if they so wish.
- 1.7 Conference fees for student members will be sufficient to cover most of their individual food and beverage costs.

AWARDS

2. The Fine Arts Council may give one Honorary Life Membership Award for Outstanding Fine Arts Educator per year.
 - 2.1 Honorary Life Membership provides an engraved gift, the placement of the winner's name and year of the award on the Fine Arts Council plaque, free registration for the current year's conference, the cost of accommodation and travel to and from the conference, and lifetime membership in the Fine Arts Council.
 - 2.2 Honorary Life Members will be selected by table officers based on submissions in keeping with current nomination forms.
 - 2.3 The Award for Outstanding Fine Arts Educator provides an engraved gift, the placement of the winner's name and year of the award on the Fine Arts Council plaque, free registration for the current year's conference, the cost of accommodation and travel to and from the conference.

- 2.4 Recipients of the award for Outstanding Fine Arts Educator will be selected by table officers based on submissions in keeping with current nomination forms.
- 2.5 During the years they serve on the executive, executive members will be ineligible for any award presented by the Fine Arts Council.

GIFTS AND COURTESIES

- 3. 1 The council may present gifts and courtesies of up to a maximum of \$100 to recognize the significant contributions or life events of executive members.
- 21.2 Permission to arrange a gift or courtesy must be received by the president. If the president is the individual that will receive the gift or courtesy, permission must be received by the staff advisor.

IV—FINANCE

- 22.1 Executive members should not be out of pocket for any expenses incurred conducting the Fine Arts Council business.
- 22.2 Additional expenses not covered by a budget item may be approved by the table officers and ratified by the executive.
- 22.3 Any single expense of an executive member over \$100 must be approved in advance by both the treasurer and president.
- 22.4 The treasurer and president will maintain confidentiality in relation to the personally claimed expenses by an executive member.
- 22.5 In the event of a disagreement concerning expenses between the treasurer and an executive member, an appeal can be first made to the president. If that fails the matter will be referred to the table officers. The table officers' decision will be final.

BUDGET

- 23.1 The budget will be based on the following:
 - .1 Anticipated revenue from grant account
 - .2 Anticipated revenue from membership fees
 - .3 Expenses of the daily operations of the FAC
 - .4 Conferences will be revenue and expenses neutral, unless a deficit budget is intentionally designed to reduce the council's surplus
 - .5 The costs of honorary memberships will be included as a FAC (not conference) budget item
- 23.2 Before the end of the current fiscal year, the table officers will develop a draft budget for the upcoming year which will be approved in principle.
- 23.3 This draft budget will be reviewed by the executive before the AGM and updated to reflect actual expenses and revenues and accurate projections, if known.
- 23.4 The treasurer will present the draft budget to council members at the AGM for approval.
- 23.5 Once approved, the finalized budget must be submitted to Association finance staff.

MEMBERSHIP FEES

- 24.1 Based upon budget submissions, the table officers may recommend to the annual general meeting an increase or decrease in membership fees.
- 24.2 Honorary members will have their annual Fine Arts Council dues waived.

- 24.3 Honorary members who are ATA members will be considered full members of FAC. Those who are not will have associate membership. Honorary members who wish to be full FAC members will be responsible for their own ATA fees.

PROMOTION ITEMS

- 25.1 The council may purchase promotion items (such as T-shirts, bags, stickers) to sell to supplement its revenues.
- 25.2 All promotion item orders and their suggested retail most must be approved by table officers.

TRAVEL/TRANSPORTATION

- 26.1 All executive members are encouraged to travel by the least expensive mode of transportation, given time considerations. Carpooling is encouraged.
- 26.2 Kilometrage for travel in personal vehicles will be paid at the Association's current rate.
- 26.3 Approval for executive to attend conferences and other Fine Arts Council business (committee meetings) excluding executive meetings must be obtained beforehand from the table officers.

ACCOMMODATIONS

- 27.1 When council business requires executive members to travel more than 100 kilometres from their home, accommodation in a standard hotel room can be expensed to the council.
- 27.2 If staying with a friend or relative an executive member may claim \$75 per night for the purchase of a gift. A receipt showing the names of the individuals the executive member stayed with is required when submitting these types of expenses.

MEALS

- 28.1 The council will reimburse executive members for the receipted cost of meals (including taxes and tips) consumed while on council business.
- 28.2 If meals were provided at the event or meeting the executive member attended, they will not be allowed to submit expenses for those meals.

CONFERENCES

- 29.1 Every executive member is encouraged to attend all Fine Arts Council functions in order to maintain open communication lines between the membership and the executive.
- 29.2 The Fine Arts Council will cover registration fees, travel expenses, accommodation expenses and meal expenses.

V—ROLES AND RESPONSIBILITIES

Over the years, it has become necessary to define the several duties that elected and appointed members of the executive are expected to exercise. Following is a digest of them:

DUTIES OF THE PRESIDENT

- 30.1 Chair executive meetings.
- 30.2 Establish meeting dates, locations and agendas for those meetings.
- 30.3 Compile annual reports from executive members and submit to Barnett House prior to the annual conference.
- 30.4 Provide a President's Report at the annual general meeting.
- 30.5 Along with the executive, appoint a conference director for the annual conference.
- 30.6 Attend the Presidents' Conference held at Barnett House each January.
- 30.7 Maintain a file during the course of the elected term to contain correspondence received during the term and records of ongoing projects undertaken by the Council. This file to be passed on to the incoming president.
- 30.8 In conjunction with the executive committee, to establish an annual budget proposal.
- 30.9 Co-sign all cheques signed by the treasurer.
- 30.10 Chair the Annual General Meeting.
- 30.11 To act as a formal liaison with the parent body and related organizations.
- 30.12 When executive members have to miss school time to attend to Council business, direct the secretary to send requests for release to their school principals indicating that the council will cover the cost of substitute teachers.

DUTIES OF THE PRESIDENT-ELECT

- 31.1 Assume such duties and responsibilities as may be delegated to him or her by the president as required, acting in that capacity when the president is absent.
- 31.2 Attend all executive meetings.
- 31.3 With president, encourage active regional programs.
- 31.4 Arrange for periodic constitutional review for provincial and regional councils.
- 31.5 Keep a list of speakers and ideas for topic suitable for workshops and seminars which will serve as reference material.
- 31.6 Implement a program of attracting and maintaining membership.

DUTIES OF THE SECRETARY

- 32.1 Keep accurate minutes at each executive meeting and Annual General Meeting.
- 32.2 Send a copy of the minutes to the president for review and then to each member of the executive committee within seven days of the meeting.
- 32.3 Keep an official copy of the provincial council constitution.
- 32.4 Bring before Table and/or Executive officers all official communications.
- 32.5 Prepare and send notices calling all regular or special Table and/or Executive Officers' meetings.
- 32.6 Dispose of the correspondence of the Executive as directed.
- 32.7 Send a copy of all correspondence to the president.
- 32.8 Work closely with the president in the planning of various meetings.

- 32.9 Keep a copy on file of the names, addresses, and phone numbers of the provincial executive committee as well as regional executives and forward a copy to the ATA to be published in the Council Directory.
- 32.10 Keep in possession all past and present secretarial correspondence and minutes of the council.
- 32.11 Prepare and present an annual secretarial report at the Annual General Meeting.
- 32.12 Keep the secretary's file up-to-date for successor.
- 32.13 As directed by the president, send requests for release of executive members to their school principals indicating that the council will cover the cost of substitute teachers so that the members may attend to council business.

DUTIES OF THE TREASURER

- 33.1 Prepare and send to the ATA such statements and reports as may be required from time to time and an audited financial statement for the year with the annual report.
- 33.2 Assume responsibility for having the books audited annually.
- 33.3 Keep an accurate record of the financial affairs of the council.
- 33.4 Make the necessary disbursements of the funds of the council as authorized by the Executive Committee.
- 33.5 Prepare and present to Executive Committee an annual budget.
- 33.6 Prepare and present an annual financial report at the Annual General Meeting.
- 33.7 Take charge of all moneys received and/or collected by the council.
- 33.8 Distribute regional council grants on direction of the Executive in accordance with grants policy.
- 33.9 Upon receipt of an expense account slip, reimburse Executive members for expenses incurred while doing council work.
- 33.10 Forward all past financial records and receipts of the council to Barnett House.
- 33.11 Prepare and present an annual membership report at the Annual General Meeting.
- 33.12 Keep the treasurer's file up-to-date for successor.
- 33.13 Attend ATA treasurer workshop for specialist councils.

DUTIES OF THE ART, DANCE, DRAMA, GENERALIST AND MUSIC REPRESENTATIVES

- 34.1 Attend all Executive meetings.
- 34.2 With president, encourage active regional programs.
- 34.3 Accept requests for convention speakers and workshops.
- 34.4 Prepare and present an annual report at the Annual Meeting.
- 34.5 Provide pertinent information about activities in Art, Dance, Drama and Music to the president-elect for inclusion in The ATA News.
- 34.6 Solicit written articles relative to the fine arts for inclusion in the Fine Arts Council's publications.
- 34.7 Improve communication with teachers within the province concerning art, drama, and music activities and programs.
- 34.8 Maintain contact with Alberta Education, regional representatives, School Districts, Universities and Colleges.

DUTIES OF THE POST-SECONDARY REPRESENTATIVE

- 35.1 Provide pertinent information about activities in Art, Dance, Drama and Music at the universities to the Executive of the council.
- 35.2 Attend Executive meetings.
- 35.3 Share relevant council concerns to the faculty councils of the universities.
- 35.4 Provide feedback to the Executive Council relative to council business and decisions.
- 35.5 Provide information and articles to council publications.

DUTIES OF THE EDITOR(S)

- 36.1 Attend all Executive meetings at the provincial level.
- 36.2 Attend ATA Conference for Editors of Specialist Councils.
- 36.3 Act in accordance with the guidelines set down by The Alberta Teachers' Association for all their specialist council publications.
- 36.5 Carry out the editing and soliciting of relevant printed material in line with the directions of the executive.
- 36.6 When editing copy for any publication, be critical, and keep in mind that material which is considered unsuitable or inappropriate should not be published.
- 36.7 When forwarding copy to the ATA Publications department, allow twelve weeks for the publication of the Journal and one month for the publication of a newsletter.
- 36.8 Obtain permission to reprint articles before publishing such articles in any of the Council's publications.
- 36.9 Receive the sanction of the executive for any changes in editorial policy well in advance of publication.
- 36.10 Keep in contact with an editorial board with an eye to obtaining material for publishing which will be relevant and of value to the general membership.
- 36.11 Keep in contact with fine arts organizations in other provinces and states with an eye to presenting relevant material on current fine arts council happenings in those places.
- 36.12 Publish one issue of *finefacta* per year at the discretion of the executive.
- 36.13 Keep a written expense account to be submitted to the treasurer.
- 36.14 Keep the editor's file up-to-date for successor.

DUTIES OF THE WEB MANAGER

- 37.1 Attend all Executive meetings.
- 37.2 Update the Fine Arts Council page of the ATA website as needed.
- 37.3 Manage and maintain a Fine Arts Council website.
- 37.4 Compile monthly mailouts with information shared from executive members that is manageable for contributors and that has timely relevance for members.
- 37.5 Track response rate/open rate of mailouts to inform best practices.
- 37.6 Create graphics within Canva for mailout.
- 36.7 Organize and facilitate giveaways for members.
- 37.8 Maintain a database of members who have participated in mail-out opportunities for engagement (ie, giveaways, nominations of other teachers, etc)
- 37.9 Manage administration of Microsoft 365.

DUTIES OF THE CONFERENCE CHAIR(S)

- 38.1 To call meetings of the committee as necessary.
- 38.2 To coordinate activities of separate subcommittee chairs.
- 38.3 To act a liaison with the Fine Arts Council executive, and such other external agencies as may become involved in plans.
- 38.4 To initiate correspondence with principal speakers, sources of financial support, and representatives of conference site.
- 38.5 To make recommendations for the conference budget and to approve conference expenses with the treasurer.
- 38.6 To authorize, in writing, payment of honoraria for speakers, consultants, and guests, if any.
- 38.7 To arrange for typing of correspondence related to details of program sessions, publicity, and registration materials.

- 38.8 To receive reports from committee members and prepare such reports on progress and evaluation as may be requested by the executive.
- 38.9 To prepare a proposed budget and conference outline to accompany the grant application to Alberta Culture.

DUTIES OF THE SOCIAL MEDIA MANAGER

- 39.1 Attend all executive meetings.
- 39.2 Curate content to share on social media channels that pertain to Fine Arts Council business and of interest to fine arts teachers in bite sized, digestible formats.
- 39.3 Promote FAC conference, initiatives and events.
- 39.4 Create images using Canva for visually appealing and usable posts on all social media platforms.
- 39.5 Tag appropriate accounts in each platform as needed.
- 39.6 Respond to comments, messages, questions, etc. that are sent through social media channels.
- 39.7 Manage shared posts through Linktree or similar.
- 39.8 Co-collaborate on the website - share and update posts in the Blog.
- 39.9 Social media platforms to include are Facebook, Instagram, X (Twitter). Other social media platforms can be added if deemed valuable and maintainable (YouTube, TikTok, etc).

The ATA
**Fine Arts
Council**

