**President  
The duties of the President shall be to:**

a) Conduct the general affairs of the CTA, acting in a manner responsible to the membership, including, but not limited to:

i) Advocacy at the District level (District Committees, Board Meetings, District Human Resource Meetings, Meetings with Senior Management)

ii) Provide and allocate support for Members (Investigations, Grievances, Contract Issues, Arbitrations)

iii) Represent the CTA at the Provincial level (such as, Federation Leadership Institute, Zone Meetings, Representative Assemblies, Summer Conference)

iv) Oversee the CTA’s finances and development of budget v) Manage office staff and associated personnel

vi) Act as spokesperson for the CTA

b) Co-chairperson at General Meetings of the CTA

c) Responsible for the security of the official records (See By-Law 11)

d) Act as Alternate Local Representative

e) Act as ex-officio member on all CTA and District Committees

f) Act as Bursary Committee Chairperson

g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings

h) Attend at least 50% of the School Board meetings a year i) Report at all Executive Committee meetings

j) Provide a written report to the January General Meeting and the Annual Meeting in May

k) Act as final approval for any CTA-produced union literature

l) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings