**Teachers Teaching On Call and Early Career Teachers Chairperson  
The duties of the TTOC and New Teachers Chairperson shall be to:**

a) Act as a contact for TTOCs and New Teachers of the CTA and for the BCTF on TTOC issues

b) Call meetings and prepare agendas for all regularly scheduled meetings

i) Chair meetings

ii) Prepare materials and meeting minutes

c) Facilitate a yearly induction ceremony

d) Advocacy at the District level on TTOC/New Teachers’ issues

e) Disseminate information and materials relating to TTOC/New Teachers’ issues

f) Act as a member of at least one of the committees of the CTA (see B.17)

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

h) Report at all Executive Committee meetings, when required

i) Attend at least one School Board meeting a year

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