

ZONE 1 OPERATIONS MANUAL

*Approved Amendments as per Zone 1 Resolution
Dated: May 17, 2007*

*Final Draft
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ZONE 1 MEMBERS AND ADDRESSES

Alberta School Boards Association	#1200, 9925 – 109 Street Edmonton, Alberta T5K 2J8	Phone: (780) 482-7311 Fax: (780) 482-5659
Conseil Scolaire du Nord-Ouest #1 Representative: Mario Paradis	C.P. 1220 St. Isidore, Alberta TOH 3B0	Phone: (780) 624-8855 Fax: (780) 624-8554
Ft. Vermillion School Div. #52 Representative: Wally Schroeder	P.O. Bag #1 Ft. Vermilion, Alberta TOH 1N0	Phone: (780) 927-3766 Fax: (780) 927-4625
Grande Prairie School Div. #2357 Representative: John Lehnars	10213 – 99 Street Grande Prairie, Alberta T8V 2H3	Phone: (780) 532-4491 Fax: (780) 532-4265
High Prairie School Div. #48 Representative: Joyce Dvornek	Box 870 High Prairie, Albert T0G 1E0	Phone: (780) 523-3337 Fax: (780) 523-4639
Holy Family CRD #37 Representative: George Ostermeier	10307 – 99 Street Peace River, Alberta T8S 1R5	Phone: (780) 624-3956 Fax: (780) 624-2254
Northland School Div. #61 Representative: Steve Noskey	Bag 1400 Peace River, Alberta T8S 1V2	Phone: (780) 624-2060 Fax: (780) 624-5914
Peace River School Div. #10 Representative: Louise Woroniuk	10018-101 Street Peace River, Alberta T8S 1S7	Phone: (780) 624-3601 Fax: (780) 624-5941
Peace Wapiti School Div. #76 Representative: Sherri Peterson	8611A – 108 Street Grande Prairie, Alberta T8V 4C5	Phone: (780) 532-8133 Fax: (780) 532-4234
Grande Prairie RCSSD #28 Representative: Alice Brick	9902 – 101 St. Grande Prairie, Alberta T8V 2P4	Phone: (780) 532-3013 Fax: (780) 532-3430

ASBA ZONE 1 BY-LAWS

Whereas Zone 1 has been formed under Alberta School Boards Association By-Law 13 and shall be governed by ASBA By-laws Numbers 1 through 11 and Schedule A of the Alberta School Boards Association By-laws. Zone 1 hereby establishes the following by-laws which are not inconsistent with the by-laws of the Association.

Z-1: EXECUTIVE

The Zone 1 Executive shall consist of:

- The Zone Chair, elected annually at the Zone Annual Meeting in accordance with ASBA By-laws.
- The Zone Vice-Chair, elected annually at the Zone Annual Meeting in accordance with ASBA By-laws.
- A Secretary-Treasurer, appointed annually as an ex-officio at the Zone Annual Meeting.
- A trustee appointed by each member Board annually, to serve as Board Representative.
- An ASBA Board of Directors Zone Director, elected at a Zone meeting for an 18 month term in accordance with ASBA By-laws. An alternate Zone Director shall be elected at the same meeting as the Zone Director is elected.
- A Labour Relations Representative, elected annually at the Zone Annual Meeting.
- North West Regional Learning Consortium elected annually at the Zone Annual Meeting.

"Annual Meeting" refers to the Annual Organizational Meeting of the Zone held each fall.

Zone Approval: _____

Z-2: ELECTION OF CHAIR/VICE-CHAIR

In accordance with ASBA By-laws, the Chair and Vice-Chair positions shall be elected for terms of one year and shall be eligible for re-election for two successive terms of one year. Both positions may be elected for more than three terms provided they are not successive.

Zone Approval: _____

Z-3: HONORARIUMS

Honorariums shall only be paid to the Zone Chair, Secretary-Treasurer and guest speakers. The Honorarium for the Zone Chair and Secretary-Treasurer shall be determined annually during budget deliberations.

Zone Approval: _____

Z-4: COMMITTEES AND TASK FORCES

The Zone Executive may recommend to the general Zone membership the establishment of standing committees, ad-hoc committees and/or task forces at any time during the year. The ad-hoc committees and/or task forces will be established for a time certain with a specified mandate and term of reference. Each member of a committee and/or task force shall be reimbursed for mileage, per diem, and other associated expenses at the rates as determined in the budget.

Zone Approval: _____

Z-5: OPERATIONAL YEAR

The Zone 1 operational year shall be September 1, to August 31, each year.

Zone Approval: _____

Z-6: BANKING

Zone 1 shall use the Alberta Treasury Branch as its banking institution.

The Secretary-Treasurer shall maintain a chequing and a savings account.

Banking procedures shall reflect sound investment practices to maximize interest income and could include term deposits, G.I.C.'s, etc.

The signing authorities on any Zone 1 account shall be the Chair or Vice-Chair and Secretary-Treasurer, and all accounts shall require two signatures for cheques.

Zone Approval: _____

Z-7: FINANCIAL REPORTING

A financial report shall be presented semi-annually (during Budget deliberations and at the Annual Meeting) by the Secretary-Treasurer.

Zone Approval:_____

Z-8: AUDIT/AUDITOR

The auditor shall be appointed at the annual organizational meeting of the Zone and he/she shall audit the Zone 1 financial records for the current operational year ending the following August 31st. This audit will be presented at the next Annual Meeting of Zone 1 following the operational year-end.

The Auditor shall be one of:

1. a Secretary-Treasurer from a member school jurisdiction within Zone 1, but not from a school jurisdiction represented by the Chair, Vice-Chair or Secretary-Treasurer of Zone 1;
2. an individual with a professional accounting designation;
3. the Financial Accountant for the ASBA or his/her designate; or
4. two members at large from Zone 1, but not from a school jurisdiction represented by the Chair, Vice-Chair or Secretary-Treasurer of Zone 1.

The same auditor cannot be appointed for more than two consecutive years.

Zone Approval:_____

Z-9: RECORDS

The Secretary-Treasurer of the Zone shall keep an official record of all minutes and financial transactions.

These records are the property of the Zone and shall be turned over to the new Chair at the beginning of each term.

All Zone records and files shall be kept for ten (10) years.

Zone Approval:_____

Z-10: C.S.B.A. CONGRESS

Attendance at the C.S.B.A. Congress by the Chair or Vice Chair shall be determined annually during budget deliberations.

When Zone 1 sends the Chair (or Vice Chair) to a C.S.B.A. Congress, the Zone shall pay the following:

- per diem for all conference days,
- Congress Registration Fee (receipt required),
- One (1) economy return airfare (receipt required) or kilometerage at the current ASBA Rate, whichever is cheaper.
- Accommodation in a regular room at the Congress Hotel, or equivalent, for the duration of the Congress, meals (as determined annually during budget deliberations) and other incidental expenses incurred.
- A Report is to be given to the Zone Membership.

Note: All claims must be accompanied by receipts.

Zone Approval: _____

Z-11: BUDGET

Prior to the Annual Meeting of Zone 1, the Chair and the Secretary-Treasurer shall meet to prepare a Budget for submission and approval at the final spring Zone meeting. The Budget presented shall set out the Membership Fees to be charged, all revenue and the line items for expenses. Final approval of the Budget resides with the voting membership present at a Zone 1 Meeting.

Zone Approval:_____

Z-12: MEMBERSHIP FEES

Membership Fees for Zone 1 shall be determined annually during budget deliberations.

Zone Approval:_____

Z-13: ANNUAL ZONE 1 MEETING

In accordance with Schedule A, By-law No. 3 - "Meetings" there shall be an Annual Zone 1 Meeting. Generally, the Annual Zone 1 Meeting will be held in November of each year. (Note: the ASBA By-law requires that the meeting be held within the thirty day period ending 8 days prior to the ASBA Annual Meeting)

Zone Approval:_____

Z-14: BY-LAW AMENDMENTS

Amendments to By-laws may be considered and passed by a simple majority of voting members present at any regular meeting or annual meeting of the Zone. The proposed amendment(s) must be circulated to the member Boards at least 30 days prior to the meeting.

Zone Approval:_____

ROLE DESCRIPTIONS

ZONE CHAIR

- Background:** Zone 1 Member Boards of the Alberta School Boards Association shall elect a Trustee to act as Chair of that Zone, in accordance with ASBA Schedule A, By-laws.
- Reports to:** As a representative of the Zone members, elected-at-large, the Chair is responsible to Zone 1 Member Boards.
- Primary Function:** The Chair is a key member of the zone executive, largely responsible for liaison among Member Boards and smooth functioning of Zone business, in accordance with ASBA Policy GP-6.
- Performance:**
1. Chair all Zone Executive and Membership meetings.
 2. Bring timely requests and suggestions from Member Boards for discussion and/or action.
 3. Participate in the Agenda planning process so as to reflect Zone Membership issues.
 4. Encourage active participation by all Zone 1 Members within the Zone and the Provincial Organization.
 6. Ensure voting is in accordance with ASBA By-laws.
 7. At Zone 1 meetings,
 - a) encourage input from members present to ensure all relevant points are discussed;
 - b) guide the progress of meeting according to agenda (follow timelines as closely as possible, keep discussion to topic being addressed, decide who may speak and when discussion is to be concluded and when suitable motion is required);
 8. Conduct any other zone business that may arise from time to time.

VICE-CHAIR

- Background:** Zone 1 Member Boards of the Alberta School Boards Association shall elect a trustee to act as Vice-Chair of that Zone, in accordance with ASBA By-laws Schedule A.
- Reports to:** As a representative of the Zone Members, the Vice-Chair is responsible to Zone Member Boards.
- Primary:** The Vice-Chair shall provide support and assistance to the Chair and the Zone Executive.
- Performance Responsibilities:**
1. Attend to any of the responsibilities assigned by the Chair.
 2. Assume the position of Chair in his/her absence and during the election of the Chair.

BOARD REPRESENTATIVE TO ZONE

Background: Zone 1 Member Boards of the Alberta School Boards Association shall appoint a Trustee to act as a Board Representative to the Zone, in accordance with Schedule A, By-laws.

Reports to: As a representative of a school board, the Board Representative is empowered to be a decision-maker but is held accountable to his/her respective board.

Primary Function: The Board Representative is a key communicator between the Zone and the Board represented.

Performance Function:

1. Attend all Zone Executive and General Membership meetings (or send an alternate).
2. Bring timely requests and suggestions from the representative Board for discussion and/or action.
3. Participate in the planning process of the Zone so as to reflect membership wishes and financial capabilities of the Zone.
4. Act as liaison between the Member Board and the ASBA provincial executive member (Zone 1 Director), reflecting the Member Board's point of view.
5. In conjunction with the Zone Executive, determine which issues will be dealt with by the Zone Executive and which should be put before the General Zone Membership for discussion.
6. Communicate Zone and Provincial ASBA concerns and decisions to respective boards and request their input.
7. Encourage active participation by all Board Members in the Zone and the provincial organization.

SECRETARY-TREASURER

Background: In accordance with ASBA By-laws, Schedule A, each Zone Executive shall appoint a Secretary-Treasurer, who holds office until a successor is appointed.

Reports to: The Zone Executive.

Performance Responsibilities:

1. Prepare and send out agenda for meetings.
2. Arrange for and confirm location of meetings.
3. Record the proceedings of meetings.
4. Have all correspondence reviewed and prepared for presentation at the next meeting.
5. Prepare the preliminary budget and keep the Executive and Membership informed on Zone 1 financial matters throughout the year. Maintain accurate budget and financial statements.
6. Confirm speakers and guests for meetings.
7. Attend all Zone 1 Meetings.
8. Attend to relevant correspondence resulting from resolutions passed at Zone 1 Meetings.
9. Prepare minutes of Zone 1 Meetings and distribute to all Board Representatives, Secretary-Treasurers of each Zone 1 Member Board and the ASBA.
10. Act as direct liaison with ASBA Staff as necessary.
11. Prepare and dispatch membership fee 'invoices'.
12. Be knowledgeable about ASBA By-Laws and Policies.
13. Other duties as assigned by the Chair.

EDWIN PARR SELECTION COMMITTEE

A committee of three members shall be elected at the January meeting of the Zone.

The committee shall consist of:

1. the Zone Chair
2. two Trustees or alternates approved by the General Membership, and
3. one Superintendent as a non-voting member.

Should one or more committee members be unable to fulfill their duties, an alternate selected by the Executive, shall assume the role.

Deadline:

All nominations must be submitted to the chairman no later than the date set each year by the ASBA.

Selection Process:

1. Documentation

All nominations shall be screened by the committee to ensure that documentation is complete.

Any nominations which do not have complete documentation as set out in the Edwin Parr Teacher Award nomination package shall not be accepted for final consideration and interview.

2. Shortlisting/Screening

The committee shall use the ASBA Edwin Parr Teacher Award Point System to screen nominees. The Shortlist shall contain no more than four nominees. All shortlisted nominees shall be interviewed. The interview process should include a scheduled, on site, classroom visitation.

3. Presentation/Gifts

The Zone winner shall receive a certificate and an appropriate memento engraved with their name acknowledging their nomination. All nominees will receive an appropriate gift. This must be presented at a Zone General Meeting or other special occasion prior to the ASBA Fall General Meeting.

4. Expenses

- a) Committee - Zone 1 shall reimburse each committee member for mileage and other expenses associated with the interview process at rates as determined in the budget.
- b) Teacher to Zone - The nominating Board of the Zone Edwin Parr winner shall be responsible for any costs or expenses incurred related to bringing the winner to the Zone meeting to receive his/her certificate and memento.
- c) Teacher to Convention - ASBA will cover the following costs incurred by the Zone winners when they attend the Fall General Meeting to receive their award:
 - 1 night accommodation at Convention Hotel if required;
 - Travel allowance at current ASBA kilometer rates to the convention and return;
 - Sunday evening meal

All other costs incurred are the responsibility of the nominating Board.

ZONE 1

ALBERTA SCHOOL BOARDS ASSOCIATION

ASBA BOARD OF DIRECTORS ZONE DIRECTOR/ALTERNATE

Background: In accordance with ASBA By-law 13 and with ASBA By-law Schedule A, By-law numbers 4, 5 and 6, the ASBA Zone Director to the Board of Directors and Alternate for Zone 1 shall be elected by secret ballot on the basis of one vote per Member Board at a Zone General Meeting preceding an ASBA General Meeting. The election shall follow the pattern of June 2006, November 2007 and every eighteen months thereafter.

The essential role of the ASBA Director is communication between the Zone and the ASBA. The Director shall set up a communication link between the ASBA and the Zones to ensure that agenda topics and their implication on Board Governance are made available to Member Boards on a timely basis. This will ensure that Zone concerns will be accurately reflected during ASBA Board of Directors' deliberations. Zone Directors Reports back to the Zone membership should contain sufficient detail as to context and process so that Member Boards are fully cognizant on ongoing issues that may have governance implications.

Vacancy: If a vacancy occurs before completion of the Director's term, a bi-election will be held at the next regularly scheduled Zone meeting to fill the position for the duration of the term.

Reports to: As a representative of Zone 1, the Zone Director, or alternate in the absence of the Zone Director, is empowered to be a decision maker but take his/her direction from and is accountable to Zone 1 Member Boards.

Primary Function: Is the key communicator between the Zone and the ASBA Board of Directors.

**Performance
Responsibilities:**

1. Attend all ASBA Board of Director Meetings.
2. Attend all Zone 1 Executive and General Meetings.
3. Report all Zone 1 concerns and issues to the ASBA Board of Directors.
4. Report all relevant information from the ASBA Board of Directors to the Zone General Meetings or Zone Executive Meetings.
5. On emergent issues where the Zone Director is asked to take a position on behalf of the Zone, he/she must take action based on their knowledge of the issue and any impact it may have on the Board Governance process. Position(s) on policy matters must not be taken without prior consultation with Zone 1 Member Boards.
6. In the event the representative is unable to perform any of the above responsibilities, the alternate shall assume the responsibilities.

ZONE 1

ALBERTA SCHOOL BOARDS ASSOCIATION

LABOUR RELATIONS/ALTERNATE REPRESENTATIVE
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- Background:** The Labour Relations Representative and Alternate Representative for Zone 1 shall be elected annually at the Zone Annual Meeting preceding the ASBA General Meeting.
- Vacancy:** If a vacancy occurs before the completion of the representative's term, a bi-election shall be held at the next regularly scheduled Zone meeting to fill the position for the duration of the term.
- Reports to:** Zone 1
- Primary Function:** Serve as a liaison between Zone 1 and the other Zones and the ASBA labour relations staff.
- Primary Responsibilities:**
1. Attend all relevant Labor Relations Meetings.
 2. Provide factual labour relations reports at each Zone 1 General Meeting.
 3. Act as chairman at meetings of Zone 1 School Board Members involved in Labour Relations whenever called.
 4. Call Zone 1 Labour Relations Meetings at his/her discretion or at the request of two or more Boards.
 5. In the event the representative is unable to perform any of the above responsibilities, the alternate shall assume the responsibilities.

ZONE 1

ALBERTA SCHOOL BOARDS ASSOCIATION

NORTH WEST REGIONAL LEARNING CONSORTIUM REPRESENTATIVE

Background: The Northwest Regional Learning Consortium Representative and Alternate for Zone 1 shall be elected annually at the Zone 1 Annual Meeting preceding the ASBA General Meeting.

Vacancy: If a vacancy occurs before the completion of the representative's term, a bi-election shall be held at the next regularly schedule Zone Meeting to fill the position for the duration of the term.

Reports to: Zone 1

Primary Function: Serve as a liaison between Zone 1 and the Consortium.

Responsibilities:

1. Attend all relevant meetings.
2. Provide reports at each Zone 1 General Meeting.
3. Represent Zone 1 in matters pertaining to the North West Regional Learning Consortium.