

Northern Area Teachers' Association  
(NATA)

# POLICY

**October 2008**

This handbook states the policies of the association as set out by common practice, convention resolution, and/or motions. It is expected that it be reviewed annually at the Staff Representative/Staff Liaison Assembly.

October 2008  
Don D. Skopyk  
Constitution and Policy  
Chairperson

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### **1. Meetings**

1. An STF representative should be invited to all executive meetings, staff representative/staff liaison, and convention meetings.
2. Committee Chairpersons are encouraged to discuss their mandates with STF representatives.
3. Expenses incurred (mileage, accommodation, other) will be at the small meeting rate for all meetings with the exception of convention.

#### **4. Convention**

- 4.1 The annual convention will occur at a time and place agreed upon by the Convention Chairperson and the Convention Committee.
- 4.2 Days set aside for Convention will include at least one day for the following: NATA Business; Professional Development; and one day for travel.
- 4.3 All NATA members are required to attend.
- 4.4 Only NATA members may attend the Business meeting.
- 4.5 Non-NATA teachers who attend Convention shall pay a registration fee of \$125.00 with the exception of intern teachers.
- 4.6 NATA presenters shall be paid an honorarium of \$75.00 per ½ day session and \$150.00 for a full day session. If more than one NATA member is presenting in one session, the honorarium will be divided equally.
- 4.7 Businesses that advertise their products at Convention will be charged a display fee of \$150.00/table. Non profit organizations will be charged a minimum fee of \$25.
- 4.8 One or more schools shall be delegated to introduce the speakers, and to thank the speakers with a presentation of a gift and/or honorarium.
- 4.9 Expenses for Convention members shall be at the large group rate.

## **2. Expenses**

### **2.1 Large Group Rate**

2.1.1. Mileage will be paid at the following rates: one NATA member traveling = \$0.25/km. and \$0.06 for each additional passenger.

2.1.2. Meals will not be covered.

2.1.3. Accommodation will not be covered.

2.1.4. Child care services will be provided at convention.

### **2.2. Small Group Rate**

2.2.1. Mileage will be paid at the following rates: one NATA member traveling = \$0.36/km. and \$0.07 for each additional passenger.

2.2.2. Meals will be covered at the following rate: \$7.00 for breakfast, \$8.00 for lunch, \$12.00 for supper.

2.2.3. Accommodation will be covered with receipts attached to the expense form; members wishing to stay with family or friends will be given a \$30.00 bedroll fee.

2.2.4. Airfare will be paid for fly-in school representatives who attend meetings.

## **3. Financial Reporting to the Membership**

3.1 The fiscal year shall run from January 1 to December 31.

3.2 The financial records will be reviewed annually by a professional accountant.

3.3 Cheques and financial records must be retained for at least 7 (seven) years.

3.4 Items and property belonging to NATA may be disposed of through motions carried at Staff Representative/Staff Liaison Assemblies or Convention.

## **4. Professional Growth**

4.1 NATA deems professional growth necessary for all of its members.

4.2 NATA encourages and supports any and all professional activities for its members.

4.3 NATA, in conjunction with NLSL, provides the following professional growth opportunities:

4.3.1. Convention, where registration fees and mileage (at large group rate) are paid;

4.3.2. One or two days for professional growth opportunities at the teacher's discretion. NATA shall pay \$0.30/km. in accordance with the guidelines established by the Professional Growth Committee, however, it

is up to the teacher to cover the costs of meals, accommodations, and registration.

4.4 Teachers must submit a report to the Professional Growth Chairperson to receive NATA funding. (see appendix A).

4.5 The Professional Growth Chairperson shall distribute the amount of \$6,000. three times a year (maximum of \$15,000 to \$18,000 annually) as allocated in the NATA budget.

## **5. Changes to Policy**

5.1 Policies may be developed or revised by motions carried at Staff Representatives Assemblies/Staff Liaisons or Convention. However, any new policies must be reviewed annually at Convention by the Constitution and Policy Chairperson.

5.2 The updated Policy Handbook will be sent to all NATA members and to the S.T.F. within 3 (three) months following Convention.

5.3 New NATA members will receive a copy of the Policy Handbook and Constitution at the beginning of the school year.

## **5. Staff Representative Assemblies**

5.1 At least two Staff Representative/Staff Liaison Assemblies will occur – one at the beginning of Convention and the other at a time and place agreed upon by the Executive. Any other Assembly will be at the Executive's discretion.

5.2 A Northern Lights School Division representative may be invited to the Spring Assembly.

5.3 Preliminary plans for the Spring Assembly will be discussed at the first fall/winter meeting of the Executive.

5.4 All Staff Representatives/Staff Liaisons are required to attend, as are Executive members and Committee Chairpersons. It will be up to the Chairperson and the President if Committee members may attend.

5.5 The Communications Chairperson and Committee shall be responsible for dealing with the gifts regarding retirement. The value of the gifts will depend on years of experience and gifts will not exceed a value of \$300.00.

5.6. The Executive and Committee Chairpersons shall meet before Convention, two to three months after Convention, at all Assemblies, and when required.