



SCHOOL/STAFF REPRESENTATIVES 2026-2027

Staff/School Name: _____

Chief Staff Rep (CSR): _____

Additional Elected School Staff Reps, plus Alternative Staff Rep:

Total representatives equal one for every ten NVTa members on staff, or portion thereof, to a maximum of nine (9) for any one school. This total includes the CSR, plus the other Staff Representatives together. The Alternate Staff Representative is one additional person who will substitute for any Staff Rep unable to attend a Representative Assembly.

Staff Committee Chairperson: _____

Staff Committee Secretary: _____

Occupational Health & Safety Reps(s): _____

School-based Resource Team classroom teacher rep: _____

Professional Development (Pro D) Rep: _____

Social Justice Committee Rep: _____

JEPIC Rep: _____

Number of NVTa members on staff:

*Do not count District Learning Services and District Band & Strings.
They have their own staff designation and representatives.*

Number of NVTa members needing NVTa bulletins:

*If different from above. This may include District staff who have
a mailbox at your site.*

Number of CUPE members on staff:

The numbers requested here are important. Accurate counts will ensure that we have the correct number of voting cards at the RA, and that we send just enough copies of information bulletins and newsletters for distribution to all appropriate staff. Please inform the NVTa if staff numbers change during the year.

IF YOUR SCHOOL HAS NO CSR, to whom at your site should we direct union information/
mail for distribution to NVTa members? **Name:** _____

If any/all of the requested information isn't currently known, please indicate here the
anticipated date of appointment(s). _____

PLEASE EMAIL THIS COMPLETED FORM TO THE NVTa OFFICE

NVTa Office Manager, Aya Mehaseb, at office@nvta.ca

SCHOOL/STAFF REPRESENTATIVE DESCRIPTIONS

CHIEF STAFF REPRESENTATIVE (CSR): One of the School Staff Representatives that has been elected as the Chief Staff Representative and may have additional duties and responsibilities as required in the Collective Agreement or by NVTA Policy. In addition to duties listed for school staff representatives, also represents NVTA members with school administration. To be elected before June 30 for the subsequent school year.

SCHOOL STAFF REPRESENTATIVES: A member who has been elected annually by the members of each School Staff for a nominal one-year term (to be elected by September 15 of the school year) to:

- a. represent that school's members at the NVTA Representative Assembly;
- b. provide leadership in NVTA affairs within the School or Unit;
- c. provide communication between the NVTA and its members; and
- d. perform such duties as may be required by Collective Agreements.

STAFF COMMITTEE CHAIR: A member who is elected to run Staff Committee meetings.

STAFF COMMITTEE SECRETARY: A member who is elected to take minutes and distribute Staff Committee meetings.

OCCUPATIONAL HEALTH & SAFETY REPRESENTATIVE: A member of the school based Occupational Health and Safety Committee. Communicates OH&S concerns to the CSR and NVTA.

SCHOOL-BASED RESOURCE TEAM CLASSROOM TEACHER REPRESENTATIVE: The role of this representative is to be a member of the SBRT in order to bring the perspective of the enrolling classroom teacher to the team.

PROFESSIONAL DEVELOPMENT CONTACT: The role of the PD contact is to:

- a. attend the annual School PD Rep Training sponsored by the NVTA and BCTF;
- b. attend NVTA PD contacts' meetings or find a replacement;
- c. assemble a school-based committee to facilitate PD activities for staff;
- d. support members in understanding the NVTA PD Policy;
- e. provide members access to a PD record form prior to each PD day and ensure the form is approved by Staff Committee prior to each PD day;
- f. inform any member whose PD activity has not been approved by Staff Committee;
- g. liaise between the staff committee and NVTA PD;
- h. provide feedback regarding PD services at school and district levels;
- i. ensure the staff committee ratifies the staff PD record;
- j. submit staff PD record forms to the NVTA office after each PD day.

SOCIAL JUSTICE CONTACT: The role of the Social Justice contact shall include:

- a. acting as a liaison between the Social Justice Committee and the school staff committee;
- b. collecting and distributing data and keeping staff informed about Social Justice events;
- c. ensuring that the contact's school is represented at Social Justice contact meetings;
- d. bringing school concerns and achievements to Social Justice contact meetings;
- e. promoting greater member diversity for positions of leadership.

JEPIC (JOINT EDUCATIONAL PROGRAM IMPLEMENTATION COMMITTEE) REPRESENTATIVE (S):

Attends District JEPIC meetings (up to 3 times per year). Raises school issues related to curriculum implementation at JEPIC meetings and reports back information to teachers at their school.