

ROLE DESCRIPTIONS

(1994)

I. EXECUTIVE DIRECTOR

1. Qualifications

1.1 As required for membership in L.E.A.D.S. or as set out by the executive.

2. Reports to

2.1 L.E.A.D.S. executive

3. General Description

3.1 Chief executive officer of L.E.A.D.S.

4. Job Goals

4.1 To provide leadership in developing, achieving, and maintaining L.E.A.D.S. programs and services.

4.2 To administer and supervise (or cause to be administered or supervised) all activities of L.E.A.D.S.

5. Performance Responsibilities

5.1 Attends all meetings of the executive and serves as ex-officio member of all executive committees.

5.2 Informs and advises the executive about programs, practices, and issues of L.E.A.D.S. to consider, and keeps the executive informed of his/her activities while operating under L.E.A.D.S. authority.

5.3 Recommends areas of policies which may be developed to further the objectives of the League or recommends revisions or amendments to existing policies.

5.4 Acts as an advisor and consultant to the membership in the area of contracts, benefits, and legislation.

5.5 Represents L.E.A.D.S. on various committees, at conventions, and at seminars as required.

5.6 Prepares membership lists, receives fees, and prepares a membership directory.

- 5.7 Prepares a preliminary budget for consideration and discussion by the executive.
- 5.8 Prepares the agenda for executive meetings and circulates the agenda and relevant documentation to the executive in advance of the meeting.
- 5.9 Sends out notices for the annual policy conference, summer short course, and other L.E.A.D.S. conferences or seminars, collect fees, and co-ordinates the planning and staging of these events.
- 5.10 Keeps the membership informed about the administration and operation of the league.
- 5.11 Acts on own discretion as necessary in any matter not covered by L.E.A.D.S. policy, bylaws and legislation and reports such action to the president and executive as soon as practicable.
- 5.12 Assures that the business of L.E.A.D.S. is conducted consistent with the bylaws of L.E.A.D.S., the L.E.A.D.S. Act, and policies of the League.
- 5.13 Carries out directives of the executive and maintains minutes, records, files, and correspondence for L.E.A.D.S.
- 5.14 Represents L.E.A.D.S. before the public and maintains a program of publicity and public relations as may be appropriate and approved by the executive.
- 5.15 Demonstrates an understanding of the organization as a whole, and how the various parts of the organization relate to and affect each other.
- 5.16 Co-ordinates liaison between L.E.A.D.S., the Saskatchewan School Trustees Association, the Saskatchewan Teachers' Federation, Saskatchewan Education and the Saskatchewan Association of School Business Officials as well as other organizations which may come into contact with the League.
- 5.17 Assumes responsibility for the investment and management of all organizational funds.
- 5.18 Performs other duties that the L.E.A.D.S. executive may delegate from time to time.
- 5.19 Maintains a close working relationship with the president.
- 5.20 Negotiates a contract with the clerical staff.

II. COMMITTEE MEMBERSHIP

The League of Educational Administrators, Directors and Superintendents of Saskatchewan is committed to working co-operatively with all other educational agencies to bring about action on any educational matter or issue of common interest to members of the League.

To fulfil this objective, the following procedures regarding committees or committee membership shall be followed.

1. An adhoc committee to consider and report on a specific issue may be established either through a motion introduced by a member at a general meeting or through direct action of the executive. Upon appointment, an adhoc committee shall be assigned a period of time in which to complete its work and to present its report to the executive. The committee shall operate within guidelines set out by the legislation or by the executive.
2. L.E.A.D.S. standing committees may be established either through a motion introduced by a member at a general meeting or through direct action of the executive or may be established as provided for by legislation. These standing committees shall operate within guidelines set out by the legislation or by the executive.
3.
 - 3.1 Members appointed to committees representing L.E.A.D.S shall be appointed by the executive to serve a term designated by the executive.
 - 3.2 Members of committees appointed by the executive shall act as a representative of the League in carrying forth its position when policy has been formulated by the League. If no policy exists on an issue, a committee member shall act on his or her own best judgement and shall request to meet with the executive if the member feels that guidance is necessary.
 - 3.3 A person appointed to a committee on behalf of L.E.A.D.S. shall be entitled to receive reimbursement for expenses and for kilometrage.
 - 3.4 Members appointed to committees shall attend meetings of the executive upon invitation of the executive.

III. EXECUTIVE MEMBERS

The executive members will meet regularly on dates, at times, and places as called for by the president to conduct the business of L.E.A.D.S. consistent with the Policy, Bylaws and the L.E.A.D.S. Act. In carrying out this function, executive members shall:

1. Receive input from the membership in the field and report back to the membership on issues or concerns affecting the organization or on decisions made by the executive.
2. As a corporation, monitor the activities of the organization and assure that L.E.A.D.S. business and affairs are being conducted consistent with L.E.A.D.S. Policy, Bylaws and L.E.A.D.S. Act.
3. Appoint members of L.E.A.D.S. to represent the organization on various committees.
4. Meet with various government officials, S.S.T.A., S.T.F., S.A.S.B.O., and the universities to maintain ongoing communications, and a positive presence with these organizations.
5. Direct the president and the executive director to undertake specific initiatives to fulfil the requirements and expectations of the membership (i.e. salary survey, draft policy, draft position papers, etc.)
6. Serve individually or collectively as members on committees of L.E.A.D.S. as required.
7. Receive reports, and consistent with the legislation and bylaws of L.E.A.D.S., take the necessary follow-up steps to deal with recommendations from the Discipline Committee and the Professional Relations Committee.
8. Develop and approve a preliminary budget for consideration by members of L.E.A.D.S. at their Annual Policy Conference.

IV. PUBLIC REPRESENTATIVE

The public representative is appointed to the L.E.A.D.S. executive for a two-year term serving at the pleasure of the Minister and representing the interest of the public at large. In this regard, the public representative:

1. Acts as a member of the L.E.A.D.S. executive with the same responsibilities as any other executive member, including the right to vote at executive meetings.
2. Does not have a vote at A.P.C. or at any other general meeting of L.E.A.D.S. full membership.
3. Serves as an ex-officio member of the Discipline Committee.
4. Receives remuneration from Saskatchewan Education, Training and Employment for expenses necessarily incurred.

V. PRESIDENT

The president of L.E.A.D.S. is the chief elected officer of the organization and shall:

- a) have direct supervision of all activities of L.E.A.D.S.;
- b) supervise other officers in the performance of their duties; and
- c) be the organization's official representative on all official occasions.

In carrying out this function, the president shall:

1. Chair all executive and general meetings of L.E.A.D.S. or delegate such responsibilities whenever he/she must be absent of for any reason.
2. Call executive meetings and together with the executive director develop the agenda for such meetings.
3. With the executive, co-ordinate and direct the work of the executive director.
4. Act as the main spokesperson for the organization and represent L.E.A.D.S. in various public relations functions.
5. Act as an ex-officio member on all committees except the nominating committee, the professional relations committee and the discipline committee.
6. Provide leadership for L.E.A.D.S. and represent it in deliberations, communications, and contacts with the Government of Saskatchewan, Minister and Department of Education, S.S.T.A., S.T.F., S.A.S.B.O., the Universities, and other educational organizations and associations in Saskatchewan and Canada.
7. Perform any other such duties as by custom devolve upon a president or are conferred upon him/her by the executive.
8. Maintain a close working relationship with the executive director.