

The Role of the Union Delegate

In a school or a centre with twenty (20) PTU members or less, there is one (1) delegate who shall be designated as the senior delegate in which capacity they shall be a member of the School Council or Centre Council;

In a school or centre with more than twenty (20) PTU members, there is one (1) delegate for every twenty (20) members or of a major fraction of twenty (20). The delegate with the greatest number of votes shall be designated as the senior delegate in which capacity they shall be a member of the School Council or Centre Council;

The PTU members in a school or centre shall also elect an alternate who shall replace the senior delegate when they are unable to perform their duties, which include:

- Attending meetings (monthly Delegates' Assemblies);
- Serve as a member of School Council;
- Assist colleagues with contractual issues;
- Contact the Union for help on behalf of their colleagues;
- Distribute informative documents from the Union;
- Offer support when a colleague is experiencing difficulties;
- Act as a liaison between colleagues and the Union;
- Direct teachers to the contact person at the Union when a question cannot be answered;
- Be able to provide the names of the Executive members and office staff;
- Be able to provide the telephone and email address of the union;
- Encourage teachers to attend general meetings;
- Share information with colleagues via formal and informal meetings, handouts, minutes or notes from delegates' meetings, etc.;
- Organize elections and referenda;
- Make documents available to colleagues, such as:
 - Provincial Entente;
 - Local Agreement;
 - Governing Board Guide from QPAT;
 - Insurance Booklets.

***We strongly encourage delegates to regularly consult the PTU website at ptusep.com and to also refer colleagues to the website.**

****When acting as delegate, the views and opinion of the delegate should reflect the views and opinions of the colleagues they represent.**