

Local Specialist Association Request Form



Start a Local Specialist Association

What is Local Specialist Association?

An LSA is a local chapter of a Provincial Specialist Association, such as BCTELA. "A chapter affords opportunity for teachers to discuss local problems and to exchange ideas." (PSA guidebook)

Why get involved in an LSA?

LSAs provide teachers a supported model to collaboratively grow their practice. While working with other enthusiastic teachers you will be connected to the provincial specialist association (PSA) and teachers around the province committed to teaching and learning

Local Specialist Associations offer support to various teaching areas or ideals. Each LSA is unique and its strength determined by its members and executive. LSA's promote communication & networking among their members through their meetings & activities.

Professional Development LSA Budget Requests

The Pro-D Committee is preparing to distribute available funds to LSA's. If you would like to organize an LSA for SD71 and would like funding, please submit the following information:

1. **Membership list: (\$10/member collected & sent to PD office; we will add \$250 for your LSA account)**
(Please submit only names of people who have paid a membership fee to belong to your LSA).
Submit monies to Pro-D office to set up your budget.
2. **Planned activities for the year and date of special events:**
3. **Meeting schedules:**
4. **Constitution: (only if you haven't sent one in the last few years)**

The objects of this association shall be:

1. To promote and advance education throughout the province.
2. To act as a clearinghouse for ideas and a source of trends and new developments.
3. To furnish recommendations and advice to the teachers' union local and to the PSA on matters affecting education and teachers.

Examples of LSA's you can organize:

Aboriginal	Drama	Modern Languages
Alternate Ed	English Language Arts	Music
Art	Environmental Ed	Peace
Business Education	ESL	Physical Education
Computer	Gifted	Primary
Co-operative Learning	Home Economics	Science
Counsellors	Immersion/Francophone	Social Studies
Culinary Arts	Intermediate	Special Ed
Dance	Learning Assistance	Teacher-Librarians
Distributed Learning	Mathematics	Technology Ed

Please forward this information to Michelle Prior at the CDTA teacherprod@sd71.bc.ca by **October 31st** to assist the PD Committee in setting the budget.

EXAMPLE Constitution for an LSA Chapter

LSA Group: _____

(FILL IN BLANKS)

(Request a copy of your LSA's constitution in order to develop a compatible chapter constitution)

DATE: _____

The name of this association shall be the _____ Association, subsection of the CDTA 71 [local teachers' union] and chapter of the _____ [LSA].

Objects

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Base of operation

The operations of the association are to be carried on in _____ [SD71/area].

By-Laws

Article 1—Membership

Membership shall be open to any person who is a member of the local teachers' union and the LSA. The membership year shall be _____ [school year].

Article 2—Fees and Financial Records

- a. Membership fees shall be established by resolution at each annual general meeting of the association.
- b. The financial records of the association shall be maintained by the treasurer and shall be open to the membership and to the executive of the parent provincial specialist association.

Article 3—Officers

The officers shall be president, vice-president, past president, secretary, treasurer, program chairperson, hospitality convener, and representatives to the local teachers' union and LSA. Officers shall be elected for a term of one year at the annual general meeting.

Article 4—Committees

- a. The executive committee shall be the officers of the association and selected committee chairpersons.
- b. Committees may be appointed by the executive committee from among the members of the association. Such committees shall be responsible to the executive committee.
- c. Wherever a vacancy occurs in the executive committee through any cause, the executive committee shall name a member to fill the vacancy until the next general meeting.

Article 5—Duties

- a. The duties of officers and of the executive shall be as defined in *Robert's Rules of Order* when not in conflict with any clause of this constitution, and they shall also govern the procedure of all meetings
- b. At the first section of the annual general meeting, the secretary shall report in detail the business of the association during the year, and the treasurer shall submit in writing a report of the financial condition of the association, including a detailed statement of all receipts and expenditures.

Article 6—Meetings

- a. The annual general meeting of the association shall be held each year at a time and place to be designated by the executive committee.
- b. Other general meetings of the assoc shall be held from time to time as ordered by the executive.

Article 7—Representations to outside agencies

Any representations made by the chapter to an authority outside the local teachers' union (on a local issue to the school board) or PSA (on a provincial matter to the Ministry of Education) should be conducted through the CDTA [local teachers' union] or the _____ [LSA].

Duties of officers:

There is no set list of officers. Each chapter will consider its needs and allocate duties to meet its requirements. The president of a LSA is an ex officio member of each chapter.

President

1. Chair general and executive meetings.
2. Call meetings of the executive and of the membership [the dates and locations to be arranged for the convenience of those concerned].
3. Arrange the agenda for meetings of the executive and of the general membership. The secretary may be called on to prepare printed copies for use at the meeting. The agenda should be prepared well in advance of a meeting to allow for adequate pre-contacts with all persons involved in the business of that meeting.
4. Arrange for an annual general meeting and election of officers for the coming year.
5. Appoint special committees as necessary and be ex officio member of each committee.
6. Carry out plans set by previous committees.
7. Act as official representative to outside groups [or name a substitute—secretary] report to the membership, commitments or activities that involve the chapter.
8. Maintain knowledge of chapter's finances
9. Assist the secretary in preparing the annual report of the chapter's activities, a copy of which is sent to the teachers' union local and to the provincial specialist association. A president both represents and leads.

Vice-president

In some chapters, holding this position is training for the following year's president. The vice-president, therefore, should make every effort to learn the routines and background of the association, which is best done by actively participating.

1. Attend all meetings of the executive committee and general meetings.
2. Be an active member of chapter committees.
3. Be ready to chair meetings or act as the president's substitute at any time.
4. Keep on file copies of reports and records for ready reference.
5. Get to know many chapter members personally.

Past president

1. Attend all executive and general meetings.
2. Assist the president if requested.
3. Be ready and willing to assume any task in an emergency.
4. At the request of the president, act as nominations chairperson for the next election of officers.

Secretary

This might be divided into two offices: recording and corresponding.

1. Take minutes at every executive meeting and general meeting.
2. Be prepared to read the minutes at the following meeting of each group.
3. Duplicate the minutes and send them to the members, the local teachers' union, and the PSA.
4. The president needs a copy of the minutes immediately after a meeting to act on decisions recorded therein and to check for accuracy.
5. As directed by the president, send notices of meetings to all people concerned.
6. Promptly acknowledge correspondence received by the chapter.
7. Provide the local teachers' union's PD chairperson and the PSA's president [or chapter coordinator] a duplicated list of names and addresses of the officers of the chapter.

8. Arrange for the purchase and distribution of chapter stationery.
9. Submit vouchers to the treasurer for all expenses related to secretarial duties. A professional tone in all communication is vital to good public relations for the chapter.

Treasurer

1. To keep an accurate record of all money belonging to the chapter.
2. Be prepared to give the balance on hand and a statement of receipts and disbursements at each general and executive meeting of the chapter.
3. Present an annual budget to the executive committee at the first meeting in the fall and request its adoption [the budget figures may have been prepared in the spring to request an allowance from the parent associations].
4. To be responsible for all routines in collecting and banking the chapter's money.
5. Issue cheques for payment of chapter's expenditures [usually there are two signing officers].
6. Attend to reimbursements promptly where guest speakers are concerned, have the cheques ready ahead of time.
7. At the end of the year, present a written statement of receipts and expenditures to the membership and to the PSA treasurer, and consult her or him regarding cash balance.
8. Orient your successor to her or his duties, after balancing the books for your school year. Label records and files, and store them in a central location.

Program convener

This officer needs the assistance of a working committee, which might include the district supervisor or a PSA executive member. The success of the chapter often depends upon the efforts of this committee. Programs they design directly affect the members.

A few basic rules:

1. Carefully plan and organize each program well ahead of time. Remember that advertising is vital to a successful undertaking.
2. Choose programs to meet the needs and interests of the members, with variety for different people's opinions.
3. Timing is important. Ensure that each program is concentrated and easily available to the majority of the general membership.
4. Pay attention to the details of financial arrangements and courtesies.
5. Engage the executive of the chapter in the overall planning for the year's programs.

Hospitality chairperson

This officer may have a committee with assorted duties.

1. Provide refreshments at executive and general meetings.
2. Send personal remembrances [cards or notes] to members at special times
—illnesses, bereavement, congratulations.
- 3 Help members to become acquainted with on another by providing name tags at functions or by acting personally in introducing and welcoming at meetings.

Representative to outside groups

The president or the secretary is best equipped to be the liaison with the chapter's parent organizations: the teachers' union local and the provincial specialist association. When the rep is named, notify the local and the PSA. The rep attends the outside meetings, reports, asks questions, etc., and returns with printed reports for the chapter.