

Administrative Procedure 435 – Appendix

Appendix – GUIDELINES OF THE DIVISION ADMINISTRATORS' ASSOCIATION

Background

The Administrators' Association believes that open, frequent dialogue coupled with purposeful action with and between its members is important to a healthy, productive culture. It is also recognized that members of the Administrators' Association have a leadership role that goes beyond the walls of their schools/departments to the Division. The following guidelines established by the membership are used to guide action and provide structure.

Guidelines

1. Aims and Objectives

The primary purpose of this Association is to work towards maintaining the highest quality education system possible by:

- 1.1 Serving as a model of collaborative leadership.
- 1.2 Coordinating the work of administrators.
- 1.3 Expanding strategies for enhancing the quality of teaching.
- 1.4 Providing access to in-service training for administrators.
- 1.5 Formulating and presenting Association recommendations on educational matters.
- 1.6 Facilitating communication within the Division.
- 1.7 Supporting the implementation of all aspects of school-based decision making.
- 1.8 Leadership development of Principals through awareness, participation and communication of Division workings through the involvement of the three Chairs in the Superintendent Advisory Group.

2. Membership

- 2.1 Principals, Assistant Principals and Administrative Coordinators from the Division.
- 2.2 Superintendent, Associate Superintendents, Directors, Consultants and Coordinators from the Division.

3. Attendance at Meetings

- 3.1 It is expected that each school will be represented by the Principal or designate.
- 3.2 It is expected that the Division Office will be represented.

4. Meetings

4.1 Regular meetings will be held each month from September to June. The schedule of meetings will be set early in the school year.

4.2 Monthly meetings will allow for general meetings as well as sectional meetings.

5. Agenda

5.1 An agenda will be forwarded to members in advance of each meeting.

5.2 Any member may submit topics for an agenda.

6. Decision Making

6.1 Recommendations at meetings will be made by consensus as much as possible. The recommendation made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

6.2 If the consensus of those present at an Association meeting is that an issue is best resolved by a vote, a notice of motion will be made with the vote deferred to the next Superintendent's Meeting (if possible). Each school will be entitled to one (1) vote.

6.3 Voting to amend the guidelines may occur at any meeting of the Association providing there has been proper notice of motion to amend.

7. Officers of the Association

The primary intent of the officer positions is to develop jurisdiction leadership through involvement in the Superintendent Advisory Group. All members are strongly encouraged to give consideration of serving as an officer. The term is for two (2) years. The first (1) year is as Sectional Chair and the second (2) year is as Administration Chair.

7.1 Chair, Administration Association

7.2 Chair, Elementary Sectional

7.3 Chair, Secondary Sectional

8. Election of Officers

8.1 The Administration Association Chair role will be assumed by either the Secondary or Elementary Chair on a rotational basis.

8.2 Every other year the two (2) Sectional Chairs will alternate the role of Administration Chair. Elementary and Secondary Sectional Chairs will serve for a term of one (1) school year and will be elected at the May meeting of the Association for the term beginning the following September. Nominations will be made at the May meeting.

8.3 Term of office will be September to August.

8.4 No member will be nominated for the Elementary and Secondary Sectional Chairs within two (2) years of serving as a Sectional Chair.

9. Ad Hoc Committees

9.1 As decided by the Association.

10. Amendments to the Guidelines

This set of guidelines may be amended as follows:

10.1 Notice of motion presented at least three (3) weeks in advance.

10.2 By a two-thirds (2/3) majority.

Reference: Section 52, 53, 197, 222 Education Act