



Ontario Catholic School  
Trustees' Association

## Nomination Form for OCSTA President – May 2020

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA President for the period May 2020 to the conclusion of the 2022 AGM & Conference.**

I, \_\_\_\_\_ **consent to stand for**  
*(signature of nominee)*

**election to the above position.**

### **Appointed Scrutineer/Observer (Optional)**

*Each candidate for election of the OCSTA Board of Directors and CCSTA have the option to appoint 1 scrutineer/observer to be present during the counting of votes at the Annual General Meeting. The appointed scrutineers will remain sequestered until the delivery of the Report of the Returning Officer.*

\_\_\_\_\_

*(name)*

\_\_\_\_\_

*(board)*

**Deadline:** April 9, 2020 – 9:00 a.m. EST

Please submit completed form along with biographical profile and photo (8 1/2 X 11) to  
Connie Araujo-De Melo – [cdemelo@ocsta.on.ca](mailto:cdemelo@ocsta.on.ca).

*Attachment – OCSTA Board of Directors – Roles and Responsibilities*



## Ontario Catholic School Trustees' Association

### **OCSTA Board of Directors – Roles and Responsibilities**

OCSTA is a Not-For-Profit Corporation and is subject to the  
**Not-For-Profit Corporations Act**

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Associations and consists of:

3 Table Officers: President, Vice President, Past President  
15 Regional Directors  
Executive Director  
Chaplain  
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at the Annual General Meeting.

#### **The Board of Directors**

- Serves as the principal source of policy and political direction for the Association between Annual General Meetings.
- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA Award recipients.
- Establishes ad-hoc Work Groups, as required.
- Other responsibilities as adopted by the Board of Directors.

#### **Board of Directors' Meetings**

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

#### **Committee Meetings**

- There are currently 5 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

## Regional Directors

- Know and understand:
  - the issues currently under discussion at OCSTA;
  - the position of OCSTA on these issues; and
  - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
  - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
  - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at the OCSTA board

## Table Officers

### The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

### The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

### The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

### **Mission Statement**

*Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.*

November 21, 2018