

EXPECTATIONS FOR HDEAA EXECUTIVE COMMITTEE MEMBERS

- The Executive Committee may consist of President, two Vice-Presidents, four Directors and may also include a Past President during transition of roles.
- Executive Committee Members are bound by the HDEAA Code of Conduct and must act with decorum, being respectful of other Executives, union members, HDSB staff, education partners, students and any other outside agencies. Expectations for behaviour are outlined in the Terms of Reference for Executive Committee Members.
- The Executive Committee Members are elected to represent the HDEAA membership. They occupy positions of trust and have duties and powers of governance as outlined in the HDEAA Constitution and Bylaws. They have all the powers to conduct the affairs of HDEAA between meetings of the general membership.
- Executive Committee members must possess a sound knowledge and understanding of the Constitution and Bylaws.
- The Executive Committee will meet regularly as determined by the President. Executive members shall attend ALL union business meetings. They shall also participate in sub-committees as assigned by the HDEAA President.
- If Executive Committee members are negligent in their duties or fail to attend three (3) consecutive meetings, without approval of the President, they are deemed to have resigned with just cause.
- Executive Committee members have a duty of confidentiality with respect to private and confidential information, financial, business and/or commercial information, member information, collective bargaining agreements and legal matters. Executive members shall sign a Confidentiality Agreement. This duty of confidentiality **survives beyond the term of service** on the Executive Committee.
- Executive Committee members must be responsible and accountable for exercising good judgement and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest. Where a conflict might exist, each Executive member has an affirmative duty to disclose such conflict.
- Members of the Executive Committee may receive an honorarium. Some positions on the Executive Committee may be seconded to the union office at the discretion of the President.
- The terms and conditions for compensation are governed by HDEAA's Policy on the Secondment of Officers and is over and above the Executive honorarium. The Union may pay expenses and milage incurred by Executive Committee members while carrying out their duties.