



# Retired Teachers Organization

of the Nova Scotia Teachers Union  
3106 Joseph Howe Drive, Halifax, Nova Scotia B3L 4L7

## Nomination for Provincial Executive Positions Elected at AGM

**Deadline for Application – February 28th**

Nomination for:

SECRETARY

TREASURER

[Please Print]

Name: \_\_\_\_\_

Branch: \_\_\_\_\_

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

**RTO Branch Activities:**

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**RTO Provincial Activities:**

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**Other (Including NSTU Local or Provincial activities):**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: RTO Nominations Chairperson  
Bill Berryman  
669 Bog Road, Mount Denson, N.S. B0P 1P0:  
OR: Scan and email to: [bbberryman459@gmail.com](mailto:bbberryman459@gmail.com)

rev 2022

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## TREASURER AND SECRETARY DUTIES

### *The RTO Treasurer shall:*

1. Be a voting member of the Executive and Chair the RTO Finance Committee
2. Prepare an annual draft budget with notes for presentation to the Finance Committee and the Executive
3. Be familiar with the NSTU accounting software (SAGE 50) as provided by the RTO
4. When necessary, meet with the NSTU Financial Officer
5. Prepare and present to regular Executive meetings a Treasurer's Report which shall include revenue and expenditures relative to the current budget
6. Present an annual budget and audited financial statement, both with notes, to the membership at the AGM
7. With the approval of the Executive, make new investments with due consideration to account balances, on behalf of the RTO and Legacy Foundation; renewal of investments is made by the Treasurer through the Finance Committee
8. Any other duties as designated by the President and/or the Executive

### *The RTO Secretary shall:*

1. Be a voting member of the Executive and give support as a member of the RTO Table Officers and Finance Committee
2. The Secretary is responsible for the recording of Minutes for the following and place same in Minute Book Binder for each:
  - RTO Executive
  - RTO Table Officers Committee
  - RTO Finance Committee, regular and special
  - RTO Branch Presidents Meetings in October, February and May
  - RTO Strategic Planning in August
  - RTO Annual General Meeting in May
  - RTO Legacy Foundation AGM in April
  - Special meetings as requested
3. Minutes recorded by the RTO Secretary are prepared and circulated to the Chair of the meeting, for review and clarification, before circulating to the larger group
4. Minutes from the AGM and Legacy Foundation are kept on file for circulation closer to the date of the next AGM
5. Minutes from the previous Executive meeting, once approved (or amended and approved) by the Executive, are circulated by the Secretary to all Branch Presidents following the regular Executive meeting
6. All Minutes of RTO meetings are to be stored in an external hard drive as well as flash drive for useful reference and security
7. Minutes are stored in a format that files them in chronological order for easier reference and which also include page numbers
8. Any other duties as designated by the President and/or the Executive