

ST. ALBERT AND AREA RETIRED TEACHERS' ASSOCIATION



REPORTS OF THE EXECUTIVE OFFICERS TO THE ANNUAL GENERAL MEETING

April 26, 2024

TABLE OF CONTENTS



	Page
Minutes of 2023 AGM	3
Executive Officers' Reports	
Co-Presidents	4
Vice-President	6
Past Co-Presidents	6
Secretary	6
Membership and Breakfast Coordinator	7
Historian	7
Communication	8
Branch ARTA Representative	8
Programs	9
Financial Statement	10
Appendix A: STARTA Executive	
Members Job Descriptions	11

STARTA EXECUTIVE 2023-2024

Co-Presidents: Mary Pat O'Neill and Wendy Poirier
 Vice President: Sue Kennedy
 Co-Past Presidents: Debbie Kelley and Marian Oberg
 Treasurer: Leo Bruseker
 Secretary: Donna Fedoration
 Membership Contact: Maurine Maslen
 Historian: Joyce Keltie
 Communication: Peggy Bergman and Ardyth Garrison
 Branch ARTA Rep: Gail Cuff

**St. Albert and Area Retired Teachers' Association
Annual General Meeting Minutes
May 26, 2023, 5:00 p.m.
Sturgeon Valley Golf and Country Club**

1. Call to Order

Wendy Poirier called the meeting to order at 6:49 p.m.

2. Approval of Agenda

Motion: That the Agenda be approved as circulated.

Maurine Maslen asked that the Agenda include a discussion about the horse races.

Moved by Marian Oberg; seconded by Ardyth Garrison to approve the revised Agenda. Motion carried.

3. Approval of Minutes

Motion: That the September 29, 2022 Minutes be approved as circulated.

Moved by Vi Oko; seconded by Lynn Duigou. Motion carried.

4. Approval of Annual Report

Motion: That the Annual Report for 2022-2023 be approved as circulated.

Moved by Betty Mackey; seconded by Maurine Maslen. Motion carried.

5. Financial Report

Maurine Maslen presented the Financial Report on behalf of Leo Bruseker, Treasurer. The Financial Report was accepted as presented.

6. Budget for 2023-2024 Year

Maurine Maslen presented the budget for 2023-2024 on behalf of Leo Bruseker, Treasurer

Motion: That the Budget for 2023-2024 be accepted as presented.

Moved by Reggie Welsh; seconded by Lou Duigou. Motion carried.

7. Appointments to Executive for 2023-2024

The Executive appointed the following members to fill vacant positions for the 2023- 2024 year:

Vice President	Sue Kennedy
Breakfast Co-ordinator	Maurine Maslen
News Bulletin	Peggy Bergmann and Ardyth Garrison
STARTA Ambassador to ARTA	Gail Cuff
Social Convener	Leo Bruseker (to January 2024)

8. New Business

It was the general consensus of the membership that having the STARTA breakfasts along with the programs at the end of the month was working well. There will be no, "Swell No Bell" in September. The membership was also asked to think of suggestions for speakers at the breakfasts. The executive was pleased to receive input. Maurine Maslen spoke about being interested in arranging a trip to the horse races in August if interest warranted. She also reminded everyone about the Early Bird registration (July 14th) for the Second Wind Conference coming in September.

10. Adjournment

Maurine Maslen adjourned the meeting at 7:14 p.m.

EXECUTIVE OFFICERS' REPORTS 2023-2024

CO-PRESIDENTS REPORT:

Thank you to the STARTA Membership who supported the breakfast meetings and programming at the Sturgeon Valley Golf Course in 2023-2024. We celebrated ARTA's 60th Anniversary in November with a welcome from the ARTA Board Chair, Deb Gerow, and guest speaker Vi Oko, who shared a storyboard on the beginnings and growth of our Association. Vi, being a member of our Branch, was able to draw many connections between our STARTA members and the growth of ARTA. Thanks also to our Historian, Joyce Keltie, for the PowerPoint presentation she created with the pictures she has taken throughout the years. As the pictures scrolled through, many chuckles and stories of friends and colleagues from our Branch were shared over breakfast.

In November, we received a \$1860 Branch grant from ARTA to support STARTA activities for 2023-2024. This grant has helped us with speaker costs and has supported our Heart and Sole Wellness Challenge Event at the Morinville Leisure Centre in April. We are sincerely thankful to ARTA for this grant.

It has been our sincere pleasure to work with the STARTA Executive, who met each month to ensure that the activities of our Branch continued. This dedicated group of volunteers has taken on a variety of duties: putting stories together for each News Bulletin, getting it published and then sending it out to each member and all the branches in Alberta; keeping accurate minutes of each meeting; tracking STARTA finances and paying all bills; planning the breakfasts and making sure each member was contacted with information; maintaining the STARTA membership list; creating beautiful centrepieces and gift baskets, always in keeping with the seasonal theme for each breakfast; taking the pictures at each breakfast and other events to ensure we have a historical record of STARTA activities;

organizing the summer picnic in July; and the Day at the Races in August. As the position of Programming Coordinator remained unfilled, finding speakers for our breakfasts was a challenge; however, a huge thank you to the STARTA members who made suggestions of speakers to contact - Marian Oberg, Leo Bruseker, Maurine Maslen, Lou and Lynne Duigou, Eryl Jones and Dorrie Wolodko. We were not able to arrange a time for all these speakers this year, however, we now have made preliminary contact with them for the future.

One major task undertaken this year was a review and update of the Job Descriptions for the positions on the Executive. Significantly, two new positions were added to the Branches by ARTA this year: the BAR

(Branch ARTA Representative) and the Pension Specialist. Gail Cuff and Sue Kennedy joined the Executive and represented STARTA at the North Central Teachers Conference in February at the ARTA Booth and the ARTA Cafe.

It is truly a team effort to accomplish all the various activities of this Association. We are so thankful for the dedication and expertise of the Executive team that we have worked with over the past four years. Thank you!

The Executive meets monthly at the St. Albert Public Schools offices. We thank the office staff for arranging a room for our meetings; and providing a space for STARTA to store its historical records.

We thank Ralph Mazzuca and the staff at the Sturgeon Valley Golf Course and Country Club for their assistance with the organization of the breakfasts. They provide technology support, extra space and tables for our book and puzzle sale and ensure the special dietary needs of our members are met. The addition of the ramp at the front entrance this year has been so helpful to those with mobility concerns. We feel very lucky to be able to meet in such a wonderful venue and enjoy a variety of quality food.

There are many individuals who contribute in numerous ways to our STARTA group. Sherry and Clarence Capowski are always here first thing to help set up centerpieces, bring coffee to Maurine and Leo at the front desk, and make sure members have their nametags at the breakfast. As well, we recognize the members of the Contact Committee, who email and phone their list of members for every breakfast.

A special thank you to Andrew Raczynski and Sue Kennedy for planning and organizing the Heart and Sole Wellness Challenge at the Morinville Leisure Centre on April 22. Their persistence in getting the correct information to our members, making sure all participating members were registered, and then organizing the muffin and coffee following the walk made for a successful challenge. Thank you to all the members who participated! Go STARTA!!

As members of the Board of Directors for ARTA, Mary and Wendy attended the quarterly meetings at the ARTA head office and had the privilege of attending the

ARTA Retreat in May 2023. There is nothing that compares to sitting with the staff and the other branch volunteers, who are so committed to the well-being of Alberta's Retired Teachers! The scope of their involvement in health concerns, political concerns, and financial well-being for ARTA's members fills us with gratitude for the deep caring and hard work of this Association. We are proud to be part of ARTA.

Thank you for the opportunity that we have had to serve as Branch Co-Presidents. We look forward to our new duties as Past-Presidents for 2024-2025.

Respectfully submitted

Mary Pat O'Neill and Wendy Poirier

VICE-PRESIDENT'S REPORT

This year has been a learning year for me. I have been listening and watching what the executive and member roles are and getting to know the STARTA and ARTA organizations. I have met often with the entire executive and a few times with the President and past Presidents. In November I attended an in-service workshop to gain an understanding of the ARTA benefits and used this knowledge at the North Central Teachers' Convention, helping in the ARTA booth and also in the ARTA café. I have worked on and am still working on the Wellness Challenge that takes place on April 22.

Respectfully submitted,

Sue Kennedy

PAST – PRESIDENTS' REPORT

We continued to act in a supportive role, providing help where needed and attending Executive Meetings. Debbie organized the July "Make a Sandwich" picnic, and continued to provide the baskets for our breakfast draws. She also provided centre pieces for tables and monthly birthday rewards. Marian emailed the STARTA Bulletin to members, other ARTA Presidents, and to the ARTA website contacts, as well as editing this report.

Respectfully submitted,

Debbie Kelley and Marian Oberg

SECRETARY

I was appointed Executive Secretary by the STARTA Executive in August 2022 when the previous person in that role was not able to continue. My responsibilities include recording and archiving Minutes of all Executive Meetings and securing a room for our meetings at the St. Albert Protestant School Board Office. I assist other

executive members in their duties when they need extra hands. I have enjoyed working with this executive and I admire their commitment to bring social activities and interesting programs to retired teachers in St. Albert and the surrounding area.

Respectfully submitted,

Donna Fedoration

MEMBERSHIP AND BREAKFAST COORDINATOR REPORT:

Membership Year April 1, 2023 – March 31, 2024

With the help of 14 individuals, contact has been made with the STARTA members for the six breakfasts held this year. Thank you to John Buma, Donna Chanasyk, Donna Cooper, Val Crutchfield, Lou Duigou, Jean Elder, Donna Fedoration, Jeanette Halyk,, Betty Layton, Joan Mestinsek, Joy Tomek, Alison Weingardt, Reggie Welsh, and Donna Wyatt for their support. Some of these people do the contacting even though they, themselves, are unable to attend. That is dedication.

Thanks also goes to Gail Cuff, Sandy Fildes, and Shirley Gaffney for stepping in to replace a regular contact people when needed.

This year we have 117 members: 4 life members, 6 free memberships, and 107 paid memberships. An average of 60 people attended the breakfasts.

A huge thank you goes to Ralph Mazzuca, Food and Beverage Manager of the Sturgeon Valley Golf and Country Club, and his staff, who work so well with STARTA.

Respectfully submitted,

Maurine Maslen

HISTORIAN'S ANNUAL REPORT 2023-24

At each breakfast, I have taken photos and made notes of announcements and the speakers' information. I have taken photos of new members and winners of the gift basket draws at each meeting. I also keep records of members' passing with obituaries from the local newspaper.

Our programs this year included presentations on Making Connections among STARTA members, ARTA and its marketing team, celebrating ARTA's 60th Anniversary with a slide show of our past meetings, STARTA members on a Friendship Force tour of Cedar Rapids Iowa and Oklahoma City, Change for Children organized by local teachers who travel to Central America to help with schools, water and sanitation and Braided Journeys, a program to help indigenous students "see themselves, their contributions, and their culture represented, respected, and celebrated."

I have filled an archive binder with descriptions and photos of the breakfast programs, for members to look at during the meetings. The archive binder also

includes a copy of each month's News Bulletin.

I have been STARTA Historian for 14 years and feel it is time to hand the position to someone else who enjoys our breakfast meetings, photography and computer work. Please don't hesitate to let the Executive know if you are interested.

Respectfully submitted by Joyce Keltie

May 2024

COMMUNICATION

The monthly STARTA News Bulletin has continued to be a primary link to many of our members, particularly for some members who cannot regularly attend our breakfast meetings.

Providing a comprehensive review of the guest presentations at the breakfast meetings, as well as announcements, events of pertinence to our members and information on these matters have continued to be a focus in the News Bulletin. Also, reminders of important events, information regarding activities and decisions made on our behalf by ARTA are highlighted each month.

"Where in the world have you been?" Travelling stories, comments, pictures from our members have allowed many of us a variety of vicarious world-wide experiences. Some of our members have taken the advice given in reported travel experiences to actually go to recommended places. Others who do not travel much anymore have particularly enjoyed visiting these places through the eyes of colleagues and friends. We are continuing to feature the travel theme in the 2023-2024 year and encourage our members to keep these marvelous contributions coming our way!

A huge Thank You goes out to Ardyth Garrison and Marian Oberg for their many contributions, write-ups and their regular 'final edit' of the News Bulletin. Thanks also goes to all those who contribute through announcements, comments, articles, pictures, and personal stories, making our News Bulletin an effective communication too!

Respectfully submitted,

Peggy Bergmann

BRANCH ARTA REPRESENTATIVE (BAR)

As a new representative I am still learning what my job is. I attended all Executive Committee Meetings, Breakfast meetings and the Annual General Meeting. I have assisted at registration, phoning members and facilitating with activities. In November ARTA offered an inservice to allow representatives to gain an understanding of ARTA and to use this knowledge at the North Central Teachers Convention assisting in the ARTA booth and the ARTA Cafe. In order to assist members, I have contacted ARTA Pharmacy regarding shots that are available to

members, asking for current information regarding the measles outbreak, and checking with the pharmacy about what information they are comfortable with me sharing. I reminded the membership to contact the Pharmacy with any further questions or concerns. I look forward to continue to increase my learning and to provide assistance to our members.

*Respectfully Submitted,
Gail Cuff*

PROGRAMS

Because we were lacking a Program Convenor, the Executive took on overall responsibility for arranging programs for each breakfast:

September	Making Connections: Getting to know fellow STARTA members.
October	ARTA Partners: Members of the ARTA marketing group introduced us to some of ARTA's perks available to members.
November	Deb Gerow, President of the ARTA Board of Directors, helped us celebrate the 60 th Anniversary of ARTA. Vi Oko, a recipient of life membership to ARTA, discussed its history. We held a Book and Puzzle Sale
January	When the Magician we had booked became ill with COVID, Wendy Poirier and Nancy St Amand (PARTA) entertained us with a travelogue of their recent Friendship Force trip to Iowa and Oklahoma.
February	Change for Children representatives told us about some of their many projects in Nicaragua and Guatemala.
March	Members Lynn and Lou Duigou introduced us to Gary Gagnon who spoke to us about the Braided Journeys Student Support Centres sponsored by Edmonton Catholic Schools.
April	AGM, Book and Puzzle Sale planned.
May	Afternoon Members' Tea planned.

Programs are an important part of STARTA Breakfasts. We need a Program Convenor and/or a Program Committee. There have been several program ideas already suggested for the 2024-25 year. If you're willing to help out, let us know.

ST ALBERT & AREA RETIRED TEACHERS' ASSOCIATION
FINANCIAL STATEMENT – April 1, 2023 TO March 31, 2024

Balance brought forward from 2022-2023 Financial Statement

In Servus Credit Union Chequing Account	\$ 5,832.11
Reversal of 1 outstanding cheque on that statement \$45.11	
In Servus Credit Union Chequing Account April 1, 2023	\$ 5,877.22
In Petty Cash	\$ 130.00

REVENUE:

Memberships	\$ 1,070.00
Book and Puzzle Sale	\$ 584.25
ARTA	\$ 1,860.00
Breakfast and BBQ	\$ 12,031.00
GIC Plus Interest	\$ 2,441.35

TOTAL REVENUE: \$ 17,986.60 \$ 17,986.00

EXPENSES:

Office	\$ 147.12
Donations	\$ 350.00
Speakers	\$ 241.66
Gift Baskets	\$ 394.22
Gifts	\$ 78.33
GIC Purchased	\$ 3,000.00
Breakfast	\$ 12,498.85

TOTAL EXPENSES \$ 16,710.18 \$16,710.18

Difference Revenue Minus Expenses \$ 1,276.42

Balance in Chequing Account as of March 31, 2024 \$7,153.64

Outstanding Cheques: None

Amount to be brought forward to April 1, 2024 \$ 7,153.64

Retained in Float	\$ 130.00
GIC Maturing on June 3, 2024	\$ 1,920.18
GIC Maturing on March 27, 2026	\$ 3,000.00

TOTAL ASSETS \$12,203.82

Appendix A
STARTA Executive Members - Job Descriptions

President	
1.	Serves as an elected member of the Executive Committee.
2.	Attends and presides at meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and the Annual General Meeting.
3.	Prepares an agenda for each of the above meetings, including the Annual General Meeting.
4.	Represents STARTA on the ARTA Board of Directors as a voting member.
5.	Represents STARTA at the ARTA Annual General Meeting as a voting member.
6.	Attends the ARTA Training for Branch Presidents in the fall.
7.	Serves as official spokesperson for STARTA.
8.	Prepares an annual report for the Annual General Meeting.
9.	Serves as ex-officio member of all committees except the Nominating Committee.
10.	Exercises all powers and performs all duties normally incident to the office of president.
11.	Encourages the Executive Committee to promote STARTA.
	Expectations of the President: <ul style="list-style-type: none"> • Shares ideas and guidance with the Executive Committee. • Assists Executive Committee as needed. • Uses creative problem-solving techniques to approach problems and/or conflicts as they arise. • Promotes growth of the organization.
Vice President	
1.	Serves as an elected member of the Executive Committee.
2.	Attends meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and the Annual General Meeting.
3.	Provides assistance to the President and Executive Committee for Branch activities as needed.
4.	Arranges the venue and menus for the breakfast meetings and meets with the staff of the venue in June to set dates and prices and menus for the coming year.
5.	Provides ongoing feed back to the management and Executive Committee regarding the meals and venue activities.
6.	Chairs breakfast meetings and Executive Committee meetings in the absence of the President.
7.	Attends the Annual General Meeting of ARTA if required.
8.	Attends the ARTA Board of Directors' meetings if President is unable to attend.
9.	Updates job descriptions for each executive position as changes are made by the Executive Committee.

Past President	
1.	Serves as a member of the Executive Committee for one term at conclusion of presidency.
2.	Attends meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and the Annual General Meeting.
3.	Forms and chairs the nominating committee.
4.	Assembles reports of the Executive Committee for the AGM.
5.	Conducts the elections for the incoming Executive Officers at the AGM.
6.	Prepares retiree packages to bring to School Board Offices in St. Albert, Morinville, Strathcona County and the Francophone School Board in Bonnie Doon.
7.	Provides “back-up” services, such as acting as Master of Ceremonies for times when other executive members are unavailable.
8.	Emails News Bulletins and updates to the most current STARTA Membership List (<i>information may be updated after each breakfast for new members or informational changes</i>).
9.	Emails News Bulletins to ARTA Website Manager (Tony) and the ARTA Board of Directors.
10.	Shares ideas, guidance, and expertise with the Executive Committee.
11.	Assists Executive Committee as requested.
Secretary	
1.	Serves as an elected member of the Executive Committee.
2.	Attends meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and the Annual General Meeting.
3.	Records minutes of the Executive Committee Meetings and emails minutes to the Executive Committee after the meetings.
4.	Records minutes of Annual General Meeting and brings them forth for approval at next Annual General Meeting.
5.	Stores minutes of the Executive Committee Meetings and Annual General Meeting in STARTA filing cabinet each year.
6.	Refers correspondence to the Executive Committee.
7.	Replies to correspondence on behalf of the Executive Committee.
Treasurer	
1.	Serves as an elected member of the Executive Committee.
2.	Attends meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and the Annual General Meeting.
3.	Receives and disburses money on behalf of STARTA.
4.	Collects money for breakfasts, balances the money collected with the number of people, and pays the breakfast bills.
5.	Collects membership dues and deposits the money.
6.	Deposits money from book sales and auctions.
7.	Keeps a record of all transactions.
8.	Prepares a monthly statement for each executive meeting.
9.	Arranges for an annual review of the financials ahead of the Annual General Meeting.

10.	Prepares a yearly financial report for the Annual General Meeting. This includes a balance sheet, income statement, as well as a budget for the following year.
11.	Writes cheques for expenses incurred by members.
12.	Balances the monthly statements from the bank with treasurer's record.
13.	Keeps an accurate account, with cheque stubs and bills submitted, of all transactions.
14.	Arranges a meeting with bank for co-signers of cheques.
Membership Convener	
1.	Serves as a member of the Executive Committee by appointment.
2.	Attends meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and the Annual General Meeting.
3.	Updates and maintains the STARTA Membership Directory for current membership status, address, email, and phone information.
4.	Collects Membership Dues and provides Membership Information Form to new people or to those whose contact information has changed.
5.	Provides Membership Cards at the time of fee payment.
6.	At each breakfast: <ul style="list-style-type: none"> • Provides names of new members to the President at the Breakfast Meeting so that they may be recognized and given a STARTA pin.
7.	Provides monthly membership updates to the STARTA News Bulletin distributor (Past President) and Breakfast Coordinator.
8.	Provides monthly membership updates to the organizer of the name tags.
9.	Keeps running tally of the number of STARTA memberships and provides membership list or numbers of STARTA Members to Executive Committee as required.
10.	Provides the list of Branch Members to ARTA when requested.
Program Convener	
1.	Serves as a member of the Executive Committee by appointment.
2.	Attends meetings of STARTA, including Executive Committee meetings, Breakfast Meetings, and Annual General Meetings.
3.	Forms and meets with a Program Committee to design a yearly program of topics based on suggestions from STARTA members, the Executive Committee, and the Program Committee. Then, presents this proposal to the Executive Committee in August for approval.
4.	Books speakers, in a timely fashion, to present the proposed program agreed upon by the Executive Committee.
5.	Provides the Breakfast Coordinator and News Bulletin Editor with information about speakers for publicity purposes
6.	Arranges for special audio-visual equipment and table set-up with the venue as needed by the presenters.
7.	Meets the speaker on the morning of the breakfast, introduces the topic and speaker to the audience and thanks the speaker after the presentation.
8.	Arranges payment of speaker fee or donation with the Treasurer.
9.	Helps with special events such as the silent auction or book sales or summer picnic as needed.

Breakfast Coordinator	
1.	Serves as a member of the Executive Committee by appointment.
2.	Attends meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and the Annual General Meeting.
3.	Arranges, in the spring, for volunteers to be the Contact People for the upcoming year.
4.	Establishes the phone lists for the Contact People ensuring that all people on the STARTA Membership Directory are included on the phone lists (unless otherwise requested).
5.	In September: <ul style="list-style-type: none"> • Emails the phone lists or provides hard copies of the lists to Contact People and creates hard copies for the Breakfast Coordinator's use.
6.	Before each breakfast occurs: <ul style="list-style-type: none"> • Shares the breakfast information with each Contact Person and provides the timeline required to gather the names and numbers of people attending and dietary considerations. • Compiles the information from the Contact Persons and records that information on the STARTA Contact Team Number Count Sheet. • Transfers information to a Master Breakfast List. This list is vital for the Coordinator on the morning of the breakfast. • Reports to the venue, at the date required, the numbers attending and any specified dietary concerns.
7.	At each breakfast: <ul style="list-style-type: none"> • Records on the Master List those members who have prepaid by eTransfer. • Collects breakfast fee and records attendance as members enter the facility. • Calculates on the Master List the number of attendees that day. • Helps the Treasurer to count the money and balance the books for that breakfast.
8.	After each breakfast: <ul style="list-style-type: none"> • Updates The Contact Team Number Count Sheet • Updates the Phone List • Updates by colour coding, those who showed up without notification and those who said they were attending but didn't.
Communication	
1.	Serves as a member of the Executive Committee by appointment.
2.	Attends meetings of STARTA, including Executive Committee meetings, Breakfast Meetings, and Annual General Meetings.
3.	Produces a monthly News Bulletin which advertises upcoming events, provides background for the breakfast meetings and news about members, and includes other newsworthy items.
4.	Forwards the News Bulletin to the Past President for emailing to the STARTA Contact List.
Historian	
1.	Serves as a member of the Executive Committee by appointment.
2.	Attends meetings of STARTA, including Executive Committee meetings, Breakfast Meetings, and the Annual General Meeting.
3.	Records STARTA events by taking photos at occasions such as monthly Breakfast Meetings, Summer Picnic, etc.

4.	Gathers, organizes, and preserves items which are of interest to STARTA members and associate members.
5.	Preserves those pictures, along with copies of current STARTA newsletters, in albums or on digital media, noting names and dates whenever possible.
6.	Makes those picture records freely available to STARTA members and associates by displaying them at Breakfast Meetings.
7.	Collects published items which mention STARTA members or associates and adding those to the STARTA albums.
8.	Continues to ensure proper storage and preservation of STARTA historical records such as minutes of Executive Meetings, etc. Currently these items are stored in a filing cabinet (property of STARTA) at the St. Albert Protestant Board of Education's District office.
Branch ARTA Representative (BAR)	
1.	Serves as a member of the Executive Committee by appointment.
2.	Attends meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and Annual General Meetings.
3.	Attends ARTA meetings as the STARTA BAR.
4.	Acts as a branch representative for ARTA and serve as an information resource for current and future ARTA members on a local level with the support of ARTA Staff and strategic partners.
6.	Updates and informs STARTA members on the "Happenings of ARTA" such as upcoming events; committee initiatives; available grants updates to ARTA Benefit Plan; and organizational changes at the provincial level.
7.	Facilitates communication links between the STARTA and the provincial ARTA office. Serves as the liaison at the branch level, and connects questions with the appropriate ARTA expert.
8.	Clarifies facts about ARTA membership eligibility, retirement planning and wellness for members.
ARTA Pension Specialist	
1.	Serves as a member of the Executive Committee by appointment.
2.	Attends meetings of STARTA, including Executive Committee Meetings, Breakfast Meetings, and Annual General Meetings.
3.	Attends ARTA meetings as the STARTA Pension Specialist Representative.
4.	Delivers presentations about the benefits of ARTA, as well as the Retiree Benefit Plan and serves as an information resource for ARTA members with the support of ARTA's Executive and staff.
5.	Supports the Branch ARTA Representative (BAR) in making presentations to STARTA members on changes to the benefits plans.
6.	Makes information presentations to future ARTA members at pre-retirement seminars hosted by the ATA and at the annual Teachers' Conventions.
7.	Communicates with the provincial ARTA office in advance of the presentation on the presentation details, and reports back to the office with the number of attendees following the presentation.