



# CURRICULUM VITAE (Adult Ed)

## Representative to VSB Committees or Other External Organizations

Please **DOWNLOAD** the form before online completion.

This form is also available on the VEAES website.

Please **blue-bag** to VEASE or **save and email** [andrea@veaes.ca](mailto:andrea@veaes.ca).

**CONFIDENTIAL**

**Committee Applied For:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Teaching Experience:**

**Committee Experience:** (School and Professional Association)

**Other Related Experience:**

**Please comment briefly on your reasons for wishing to serve on the committee:**

**I understand that, if I am appointed VEAES (AE) representative to this committee I will:**

- Attend meetings of the committee.
- Attend a VEAES training session - date to be announced.
- Report back to a VEAES in-house table officer (via fax or telephone) after each meeting and complete a report form.
- Be available to attend a VEAES (AE) Executive meeting, as necessary, to discuss committee business.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

## **Conflict of Interest Policy**

1. A conflict of interest includes a situation where personal considerations may compromise, or have the appearance of compromising, a person's professional judgment. A personal interest includes business, commercial and financial interests, as well as personal matters and career interests.
2. A conflict of interest can also occur when the proper administration of a members' duties clashes, or appears to clash, with their political or professional interests outside of VEAES
3. VEAES will take all reasonable steps to ensure that conflicts of interest are avoided.
4. It is the responsibility of the VEAES elected officers, (VEAES Table Officers, Executive Committee, Staff Reps, VEAES reps to VSB Committees or school-based committees, or any representative elected or appointed by the Executive Committee or school-based VEAES members) to bring to the attention of the local any potential, apparent or real, conflicts of interest. Conflicts of interest include, but are not limited to, situations where:
  - a. A VEAES officer may in some way benefit materially or financially from exercising union duties; or
  - b. A VEAES officer applies for a position outside the bargaining unit in a school district, a position with BCPSEA, or a similar management position.
5. A conflict of interest does not exist when the benefit to the member is only part of the advancement of the interests of the organization as a whole.
6. Where a conflict of interest arises, the VEAES Executive Committee shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:
  - a. the officer absents themselves from the discussion and vote on any matter that gives rise to the conflict;
  - b. the officer no longer represents members vis-à-vis the school board (i.e., delegates the function of representing members to another officer);
  - c. the officer removes themselves from the decision-making of the local executive;
  - d. the officer takes a leave of absence until such time as the conflict no longer exists;
  - e. the officer resigns their position with VEAES.
7. One or more steps may be appropriate, depending on the circumstances of the individual case. Steps (d) and (e) should only be exercised in compelling cases.

## **Conflict of Interest Policy for Executive Committee Members**

1. This policy is intended to be read and interpreted as additional to the Conflict of Interest Policy.
2. EC members must act honestly, in good faith, and with a view to the best interests of VEAES and its purposes.
3. EC members should not, for private or political gain, make use of information to which they have access by reason of their position as EC members
4. EC members should not participate in decisions if they have a direct or indirect material interest in the outcome that conflicts with their duty to the organization as a whole.
5. If there is a potential conflict of interest, the EC member must:
  - a. Fully disclose the nature and extent of the material / career interest, friendship or relationship
  - b. Leave the EC meeting when the matter is discussed, unless specifically asked to provide information and abstain from voting on any recommendations or resolutions pertaining to the matter.
  - c. Not take any action or engage in any discussions intended to influence the discussion of the vote, including discussions outside the EC meeting
  - d. The disclosure of any conflict of interest must be recorded in the minutes of the relevant EC meeting.