

**Elk Island Local No. 28, A.T.A.  
Annual Representative Assembly (A.R.A.) Committee  
FRAME OF REFERENCE**

**1. General Directive**

The ARA represents the Local at all representative assemblies of The Alberta Teachers' Association. The committee liaises with the Association on matters of educational policy, governance, and programs of the Association, and the establishment of a budget for the provincial body. The committee may initiate, or be directed by Local council to formulate Local resolutions which may be submitted, following procedures as prescribed by the Provincial Association, to the ARA for consideration by the Assembly.

In order to enable teachers to speak with a common voice on matters of professional interest, the ARA committee reviews Association Policy and prepares delegates for the Annual Representative Assembly.

**2. Membership/Composition**

The ARA Committee is composed of:

President

Past-President

Secretary

Treasurer

TBAC Chair

Communications Chair

Professional Development Chair

TWC Chair

Remaining delegates to be identified from the Members at large during Local elections.

\* the number of Local delegates to ARA is determined by a provincial formula outlined in the bylaws of the Association. See Annual Representative Assembly in Policies and Procedures in the Members' Handbook.

**3. Tenure**

The length of each position is:

a) the term of office for the executive members

b) two years from the commencement of the school year following elections for the Members elected at large the remainder of the term in the case of an appointment

#### **4. Duties and Responsibilities of the Chair**

1. The chair will be determined at the AGM or the first Executive meeting of the school year.
2. The chair will plan and coordinate committee meetings as required to review ARA materials (electoral ballots, ARA resolutions, Budget, position papers, etc.)
3. Maintain a full complement of Local Association delegates to ARA
4. Attend all sessions of the Annual Representative Assembly as a delegate of Local #28, ATA Act as a liaison between this local association and The Alberta Teachers' Association
5. Attend all General and Local Council meetings.
6. Solicit and receive ARA resolutions from the membership of the Local Association
7. Submit ARA resolutions to Executive Committee for recommendation and to Local Council for approval
8. Coordinate Local association delegates for presentation and response to resolutions at ARA

#### **5. Duties and Responsibilities of the Committee members**

Each member is expected to:

- Attend all General and Local Council meetings
- Attend committee meetings as required to review ARA materials (electoral ballots, ARA resolutions, Budget, position papers, etc.)
- Be aware of the issues and concerns which are to be discussed
- Be aware of the concerns of Local #28 teachers in relation to issues facing the assembly
- Attend all sessions of the Annual Representative Assembly as delegates of Local #28, ATA

#### **6. Meetings**

Meetings shall be called at the discretion of the Chair or Local President. Should a member miss more than three meetings without reasonable cause or consent of the committee, that position shall be declared open.

#### **7. Quorum**

A quorum shall consist of 50% +1 members.

Amended and approved Executive April 2018