

ELK ISLAND LOCAL No. 28, A.T.A.

Professional Development Committee FRAME OF REFERENCE

Table of Contents:

- 1.0 Membership
- 2.0 Responsibilities of PD Committee
- 3.0 Meetings and Quorum
- 4.0 Officers
- 5.0 Responsibilities of its Members
 - 5.1 Chairperson
 - 5.2 Vice-Chairperson
 - 5.3 Secretary
 - 5.4 Convention Representatives
- 6.0 Guidelines for EIPS Division PD Day
- 7.0 Budget
- 8.0 Amendments
- 9.0 Appointments of Convention Representatives
- 10.0 Sub Committee

1.0 Membership

- 1.1 The intent is that the members will be representative of elementary, junior high, senior high, and administration and from the various geographic districts of EIPS.
- 1.2 There shall be a maximum of twelve (12) voting members elected as per Clause 1.1.
- 1.3 A Chairperson, Vice-Chairperson and Secretary shall be elected by the members of the PD Committee and shall also be members of the PD Committee. One member of the PD Committee shall sit on the PD Funds Committee.
- 1.4 The Local President is an ex-officio member of the PD Committee.

2. Responsibilities of the PD Committee

- The PD Committee shall:
- 2.1 Deliver- professional programs in cooperation with, and in addition to, programs offered by the district.
 - 2.2 Distribute, in cooperation with the LCO, information about professional development activities in cooperation with, and in addition to, programs offered by the district.
 - 2.3 Report professional development activities to the Local Council and Local Executive.
 - 2.4 Collaborate with Senior administration in professional development.

3.0 Meetings and Quorum

The PD Committee Chair shall convene meetings as necessary or under the direction of the PD Committee to deal with any business arising from its mandate. Quorum shall consist of one officer and three members of the Committee.

4.0 Officers

The officers of the PD Committee shall include:

- 4.1 Chairperson
- 4.2 Vice Chairperson
- 4.3 Secretary

5.0 Responsibilities of the Members

5.1 Chairperson

- be familiar with the PD Frame of Reference
- chair and prepare agenda for PD meetings
- attend Local Council meetings and provide PD reports
- attend Local Executive meetings and provide PD reports and any financial updates of importance to the Local
- prepare and submit a draft budget for approval to Table Officers prior to acceptance at a general meeting
- report, if required, at general meetings
- attend PD Area Conferences (PDAC - arranged by Barnett House) once or twice a year, or appoint an alternate representative if they are unable to attend.
- attend the ATA Summer Conference if authorized and approved by Table Officers at an Executive Meeting, or appoint an alternate representative if they are unable to attend.
- upon request from Senior administration and if authorized and approved by Table Officers at an Executive Meeting the PD Chair shall be allocated to serve on joint Professional Development Committees as they exist or may be developed.
- oversee and authorize expense claims for PD committee activities as regulated by the PD expense budget lines and submit to the Treasurer.

5.2 Vice Chairperson

- be familiar with the PD Frame of Reference
- assist Chairperson as required
- chair PD meetings in the absence of the Chairperson

5.3 Secretary

- take accurate minutes of PD meetings
- submit minutes to the PD chair, in a reasonable time period, for committee approval and archival purposes

5.4 Convention Representatives

Representatives are regulated by NCTCA Convention Board rules.

The Chairperson and allotted members of the PD Committee shall be the Convention representatives.

The Chairperson will:

- report to Local Council on all activities of the NCTCA Convention Board
- report to the PD Committee at ~~PD~~ its meetings on all activities of the NCTCA

Convention

Board

All Convention Representatives will:

- attend NCTCA Convention Board meetings and carry out duties assigned by the NCTCA Convention Board

6.0 Budget

The Chair will:

- prepare and submit a draft budget for approval to Table Officers prior to acceptance at a

general meeting

- oversee and authorize expense claims for PD committee activities as regulated by the PD expense budget lines and submit to the Treasurer; notwithstanding the Treasurer may at any time perform an internal audit of expenses and claims of the committee.

7.0 Amendments

The PD Committee Frame of Reference can be amended

1. by Table Officers and Executive
2. as a submission of changes from the committee to Table Officers for consideration at an Executive Meeting with final changes to be ratified by majority vote at Local Council

8.0 Election of Convention Representatives

Anyone wishing to be appointed by the PD Committee to the Convention Board should:

- have current involvement as a member of the PD Committee.

Convention Board representatives are appointed for two year terms by the PD Committee. If more than the allotted number of people wish to sit on the Convention Board, the PD Committee will vote in its representatives from the submissions. All NCTCA representatives must be members of the PD Committee.

9.0 Sub Committees

10.1 DEHR (Diversity, Equity, Human Rights)

FRAME OF REFERENCE

1. General Directive
 - a. The Diversity, Equity and Human Rights Committee is committed to:

- i. respect for diversity, which is
 1. adhering to beliefs and practices that demonstrate acceptance
 2. understanding, accepting and respecting differences in people and their unique circumstances
 3. recognizing differences as positive attributes around which to build educational experiences
 4. recognizing the complex and changing nature of individual identities
 5. recognizing ourselves as allies to those culturally and socially different
- ii. equity, which is
 1. treating all people with fairness and justice
 2. ensuring that each person has equitable opportunity to reach his or her full potential and
 3. ensuring the inclusion and fair treatment of oppressed and marginalized individuals and groups

The Learner Diversity and Equity Committee shall be responsible for the study and advocacy of diversity and equity issues within Local 28 with an emphasis on enhancing teacher awareness, capacity and practice. This work will be completed through the creation of networks of support and the coordination of efforts of provincial and local organizations/associations to advance the commitments mentioned above.

2. Membership

One member of the Local Executive

2.2 Members of Elk Island Local at large that shall be no fewer than 5 and no more than 15 unless approved by the Local Executive

2.3 may include a member of the PD committee

2.4 may include a member of the classified staff of EIPS

2.5 may include a member of the Board of EIPS

2.6 may include a member of the Council of School Chairs of EIPS

2.7 may include the district FNMI consultant

3. Elections

3.1 The Chair will be elected by the committee.

4. Tenure

4.1 All members shall serve for one year renewable terms.

4.2 The Chair will be elected by the committee annually.

5. Duties and Responsibilities

5.1 To identify the gaps in knowledge and practice around diversity and equity.

5.2 To discuss the structural barriers that prevent professionals from enhancing their practice.

5.3 To facilitate an awareness of a variety of issues around diversity and equity.

5.4 To coordinate the efforts of the provincial Association, the Local, EIPS, and other organizations and associations in advancing efforts of improving diversity and equity.

5.5 To create networks of support as needed.

6. Meetings

6.1 The Chair shall convene committee meetings.

6.2 This committee shall meet not less than three times per year.

6.3 Should a member miss three meetings within one school year without reasonable cause that position shall be declared open

7. Quorum

7.1 The quorum for this committee shall be 25% of the committee members.

APPROVED AT THE MARCH 21, 2017 LC MEETING

10.2 Teacher GSA (Gay Straight Alliance)

Approved by Executive – September 29, 2018

Approved by Local Council October, 2018