

## **Archival/Historical Committee Terms of Reference**

### **1. Name:**

The name of this ETFO-WRTL committee shall be the Archival/Historical Committee.

### **2. Composition:**

- a) The Archival/Historical Committee shall consist of a minimum of three and a maximum of six members, appointed by Representative Council upon recommendation of the ETFO-WRTL Executive.
- b) The chair shall be approved by Rep Council upon recommendation of the ETFO-WRTL Executive.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

### **3. Function and Role:**

- a) The Archival/Historical Committee is responsible to and shall take direction from ETFO-WRTL Executive and/or Rep Council.
- b) Prepare and present a proposed budget and program outline to be approved by Representative Council prior to program implementation
- c) It shall be the responsibility of the Archival/Historical Committee to:
  - i) prepare and present a proposed budget and program outline to be approved by Representative Council prior to program implementation
  - ii) record and distribute minutes of the meeting to members of the Archival/Historical Committee and the First Vice-President of ETFO-WRTL
  - iii) collect and organize copies and/or pertinent documents, photos, mementos, of the ETFO Waterloo Region Teachers' Local
  - iv) preserve material related to union activities and the relevance of the union
  - v) make materials available as needed for the members and for Federation events

### **4. Duties:**

- a) The duties of the chairperson shall include:
  - i) meeting with the President or designate prior to September 30
  - ii) reporting regularly, or as requested to Rep Council
  - iii) handling committee correspondence
  - iv) keeping records of expenditures and receipts relative to the Archival/Historical committee
  - v) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1<sup>st</sup>
  - vi) ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
  
- b) The duties of committee members shall include:
  - i) attending scheduled meetings of the Archival/Historical Committee
  - ii) notifying the chairperson of the Archival/Historical committee if unable to attend a meeting

- iii) carrying out the functions as directed by the committee chairperson
- iv) submitting mileage or equivalent by year-end

**5. Meal Allocation:**

- i) an allocation of up to \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

**6. Procedure for Resignation:**

- a) All resignations shall be by letter to the chairperson of the Archival/Historical committee who in turn will forward the resignation to the ETFO-WRTL President.
- b) With the advice of the chairperson, Rep Council upon the recommendation of ETFO-WRTL executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

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