

FSL Committee Terms of Reference



1. Name:

The name of this ETFO-WRTL committee shall be the FSL Committee.

2. Composition:

- a) The committee shall be comprised of at a minimum of 5 and a maximum of 8 ETFO-WRTL French as a Second Language teachers.
- b) The chairperson shall be appointed by the committee.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

3. Function and Role:

- a) The FSL Committee is responsible to and shall take direction from ETFO-WRTL Executive
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation.
- c) It shall be the responsibility of the FSL Committee to:
 - i) record and distribute minutes of the Committee meeting to members of the FSL Committee and the president of ETFO-WRTL
 - ii) identify ways to encourage and support teachers of FSL
 - iii) plan and coordinate activities that meet the needs of members who teach FSL
 - iv) provide opportunities for continued education for members of FSL
 - v)

4. Duties of the Members:

- a) The duties of the chair shall include:
 - i) meeting with the President or designate prior to September 30
 - ii) calling and chairing meetings of the committee as needed
 - iii) reporting regularly, or as requested to Executive
 - iv) keeping records of expenditures and maintaining the approved budget of the committee
 - v) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1st
 - 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 the scheduled meetings of the FSL Committee
 - ii) notifying the chairperson of the FSL 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:

- a) 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 FSL committee who in turn will forward the resignation to the ETFO-WRTL President.
- b) With the advice of the chairperson, Representative Council upon 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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