

New Member Committee Terms of Reference

1. Name:

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

2. Composition:

- a) A minimum of 6 members and a maximum of 12 members, with at least two members in their first five years.
- b) The chairperson shall be appointed by the committee. It is recommended that the chairperson be in his/her first five years.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

3. Function and Role:

- a) The New Member 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 Executive prior to program implementation.
- c) It shall be the responsibility of the New Member Committee to:
 - i) Explore issues relating to teachers in their first five years of teaching;
 - ii) Identify ways to encourage and support teachers in their first five years of teaching
 - iii) Plan and coordinate activities that meet the needs of members in their first five years of teaching
 - iv) Liaise with the co-ordinators of the WRDSB and the New Teacher Induction Program

4. Duties of the Members:

- a) The duties of the chairperson shall include:
 - i) record and distribute minutes of the Committee meeting to members of the first Five Years Committee and the president of ETFO-WRTL
 - ii) meeting with the President or designate prior to September 30
 - iii) calling and chairing meetings of the committee as needed
 - iv) reporting regularly, or as requested to Executive
 - v) keeping records of expenditures and maintaining the approved budget of the committee
 - vi) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1st
 - vii) tracking and subtracting budget amounts throughout the year for budget proposal purposes
 - viii) 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 New Member Committee
 - ii) notifying the chairperson of the New Member 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

5. Procedure for Resignation:

- a) All resignations shall be by letter to the chairperson of the New Member 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.

October 2017