

Professional Learning Committee Terms of Reference



1. Name:

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

2. Composition:

- a) The Professional Learning Committee shall consist of a minimum of 4 people and a maximum of 8 people appointed by ETFO-WRTL Executive.
- 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 Professional Learning 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 Professional Learning committee to:
 - i) to promote and encourage **professional learning** opportunities for members
 - ii) to develop opportunities for members to share professional expertise through workshops
 - iii) to develop members' awareness of local and provincial **professional learning** opportunities
 - iv) to provide opportunities for continued education of members in a variety of areas
 - v) to plan and co-ordinate the Federation PD day

4. Duties of the Members:

- a) The duties of the chairperson shall include:
 - i) meeting with the President or designate prior to September 30
 - ii) reporting regularly to Rep Council regarding events.
 - iii) handling committee correspondence
 - iv) keeping records of expenditures and receipts relative to the Professional Learning 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 scheduled meetings of the Professional Learning Committee
 - ii) notifying the chairperson of the Professional Learning 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 Professional Learning 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 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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