

ETFO-WRTL COLLECTIVE BARGAINING COMMITTEE TERMS OF REFERENCE

1. NAME:

- a) the name of this committee shall be the ETFO-Waterloo Region Teachers' Local (ETFO-WRTL) Collective Bargaining Committee.
- b) the name ETFO-WRTL Collective Bargaining Committee shall appear on all communications at least once. Thereafter, the abbreviation CBC may be used.

2. COMPOSITION:

- a)
 - i. the ETFO-Waterloo Local CBC shall consist of the following members:
 - the President of ETFO-WRTL
 - the Vice President assigned the role of Chief Negotiator (CN)
 - the Vice President assigned the role of Treasurer
 - 8 members of the ETFO-WRTL, approved by Executive
 - ii. the Chief Negotiator will be the chairperson of the Collective Bargaining Committee.
- b) the CBC shall appoint a secretary
- c) where possible, Committee members should be selected who are representative of the following:
 - classroom teachers - various qualifications, categories and geographic area(s)
 - special functions – consultants, itinerants, learning support teachers, special education classes, planning time, etc.
 - a classroom teacher with less than five years of contract teaching experience
- d) a quorum shall consist of seven (7) members of the committee. There shall be no representation by proxy at the CBC

3. PROCEDURES FOR RESIGNATIONS:

- a) all resignations shall be by letter to the Chairperson of the committee
- b) with the advice of the Chairperson of the CBC, the ETFO-WRTL Executive will decide upon the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member. This will be carried out under the guidelines of #2, Composition
- c) any appointment shall be made by ETFO-WRTL within one month of receipt of notice of resignation.

4. ROLE AND FUNCTION:

The CBC shall:

- a) be responsible to, and shall take direction from, the ETFO-WRTL Executive and/or Representative Council, except in the case of provincial takeover
- b) prepare for and conduct negotiations toward a collective agreement governing terms and conditions of employment on behalf of the members of ETFO -WRTL employed by the Waterloo Region District School Board. Once intent to bargain has been served, the existing committee will continue in place until a collective agreement has been achieved
- c) communicate with the members through the President and/or Chief Negotiator
- d) communicate with all members of the ETFO - WRTL to indicate the method to be used to recommend changes in the collective agreement. All letters of request for changes in the collective agreement shall be available to all CBC members. The CBC shall consider the merits of every request and must inform the party concerned, through the chairperson, of its decision and the reason for such decision in writing. The parties concerned may ask for a meeting to discuss the decision
- e) hold a general membership meeting(s) to present the Preliminary Submission to the members for information, clarification and reaction. A ratification vote shall take place at the meeting
- f) be free to make amendments to the Preliminary Submission as new information becomes available
- g) conduct direct negotiations with the Board through the negotiating team which shall be held responsible to the CBC
- h)
 - i. hold general membership meeting(s) immediately to present the tentative agreement between the WRDSB and the ETFO-WRTL
 - ii. at that meeting, hold a ratification vote by members prior to a final settlement (50% plus one of the legal votes cast)
- i) make known to the members the percent results of any recorded vote conducted by and for the ETFO-WRTL
- j) post the final agreement on the ETFO-WRTL website
- k) monitor the Board budget process.

5. DUTIES OF MEMBERS:

- a) the Chief Negotiator shall:
 - i. be responsible to ETFO-WRTL Executive and report directly to the President
 - ii. be a member of the CBC
 - iii. be responsible for calling the meetings of the CBC
 - iv. be responsible for ensuring that the provincial office of ETFO is informed in writing of the progress of negotiations including: when the Board serves notice of intent to negotiate, an impasse is declared by either party, a mediator or arbitrator is assigned, or a tentative agreement is reached

- v. submit written proposals of expenditures to the ETFO-WRTL Treasurer
- vi. be a member of the WRDSB Elementary Staffing Committee
- vii. be a member of the Bargaining Unit /Administration Committee
- viii. take the lead in conducting negotiations, on behalf of CBC
- ix. see that minutes are kept of negotiations meetings
- x. initiate and create a process whereby members can provide input to the CBC
- xi. draft a working paper after discussion of philosophy and consideration of submissions. The final working paper will henceforth be called the Preliminary Submission
- xii. send a copy of the Preliminary Submission to the provincial office of ETFO approximately fifteen (15) days prior to its presentation to the teachers
- xiii. act as a liaison regularly with other bargaining representatives provincially, locally, and within the WRDSB, and keep the CBC up to date on issues regarding current negotiations
- xiv. be responsible for the planning, organization, and implementation of mass meetings, including all matters pertaining to their follow-up
- xv. forward amendments made to the Preliminary Submission to the provincial office of ETFO before the Preliminary Submission is presented to the Board
- xvi. investigate and communicate Professional Development opportunities for the CBC
- xvii. be available to assist in matters pertaining to the Collective Agreement under the direction of the President
- xviii. co-ordinate regular communication to members in consultation with, and under direction from, the CBC
- xix. act as the liaison person between the Board's carrier and/or Board personnel regarding the benefits package for members
- xx. educate the members around the Collective Agreement on an on-call basis
- xxi. act as a committee member, ex-officio, on all sub-groups of the CBC
- xxii. research and report back on information requested by the CBC
- xxiii. perform any other appropriate duties under the direction of the president

b) The secretary shall:

- i. record and distribute minutes of all meetings of the CBC

c) Members of CBC shall:

- i. attend all duly called sessions of the CBC
- ii. make themselves fully aware of the minutes and other data generated in the CBC meetings, negotiations meetings, and staff board meetings
- iii. be prepared to discuss, with knowledge and thought, the issues regarding terms and conditions of employment
- iv. represent the interests of all members
- v. maintain information, decisions and other data in strict confidence as agreed upon by the CBC.

Thursday, October 11, 2018