



Professional Learning Committee Terms of Reference 2019-2021

The Professional Learning Committee shall work under the general Terms of Reference as follow:

1. to initiate action on items within its specific Terms of Reference;
2. to take action on matters referred by the Local and/or Executive;
3. to submit recommendations for committee action in the ensuing year, if appropriate;
4. to notify the Executive of specific activities which will be undertaken by the committee for the year;
5. to try to include members from all regions of the Local;
6. to assist the Chair when requested.

Duties of the Professional Learning Chairperson (as per the Committee Guidebook)

The Chair shall:

- Chair the meeting
- Schedule all committee meetings in consultation with committee members (ie dates, times, locations, meals, etc.)
- Cancel and/or reschedule an inquorate meeting, when possible.
- Familiarize the committee with its mandate (Terms of Reference)
- Set all agenda items
- Provide committee members with an agenda
- Provide committee members with the minutes of the previous meeting in advance of the committee meeting.
- Provide committee members with Expense Claim forms
- Request release time for committee members
- Submit meeting minutes to the Executive Assistant
- Act as a contact/resource person for the committee
- Reports to the Executive, in person or via the Executive liaison (ie: meeting minutes)
- Take all motions referred by the committee to the Executive
- Consider motions referred by the Local and/or Executive
- Obtain approval regarding expenses (events/initiatives exceeding \$500)
- Following a meeting, submit a consolidated expense claim package to the Treasurer
- Present a report of the committee's activities at the ETFO-UCL Annual General Meeting

Duties of the Professional Learning Committee:

1. To review the Terms of Reference during each fiscal year, and report to the Local Executive
2. To request input from members regarding their professional learning needs, annually
3. To provide workshops, or resources on professional learning, in curriculum and non-curriculum areas
4. To work cooperatively with other Local committees, and other provincial committees

Executive Approval:

Reviewed and updated Feb 13, 2020