



Professional Learning Committee

Terms of Reference 2021-2023

1. Professional Learning Committee:

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

- 1) To initiate action on items of its own creation within its specific Terms of Reference.
- 2) To take action on matters referred by the Local/Executive and/or Provincial.
- 3) To undertake the development of events and activities during the school year.
- 4) To undertake the distribution of committee materials to members as required.
- 5) To assist the Chair when requested.

2. Duties of the Chairperson:

- 1) To call meetings of the committee.
- 2) To co-ordinate the activities of the committee.
- 3) To present a report of the committee's activities to the Annual Meeting of the Local.
- 4) To carry out such direction as the Local Executive provides.
- 5) To prepare a written report of the committee's activities for the Local Executive.
- 6) To take all motions referred by the committee to the Local Executive.
- 7) To take action on motions referred by the Local and/or Executive.

3. Duties of the Committee:

- 1) To attend committee meetings regularly and to inform chair when just cause prevents attendance. No more than three (3) meetings to be missed in a year without just cause.

Approved by ETFO-UCL Executive: November 24, 2021