

ETFO-UCL
Committee Guidebook

2021-2023

Approved: _____

Introduction

Committees must adhere to the *Constitution* and *Directives* of ETFO-UCL.

The role of committees is to engage and support ETFO-UCL members.

Committees are accountable to the ETFO-UCL Executive, through the Chair of the committee.

The ETFO-UCL office is available for guidance and assistance during regular business hours (8:00 - 4:00 Monday through Friday, excluding holidays).

Within the ETFO *Constitution* is the *Code of Professional Conduct*. The Code outlines our obligations within the Federation. The Code is a framework that informs and guides our actions in relation to our colleagues, our Union and our profession.

ETFO Code of Professional Conduct (Article VI)

6.1 *A member shall:*

6.1.1 *recognize the Federation as the official voice of all of the active members of the Federation;*

6.1.2 *adhere to the Constitution, Bylaws and Directives of the Federation;*

6.2 *A member who is representing ETFO on the local executive and/or the Executive shall, in addition to 6.1:*

6.2.1 *strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity and ethical standards of the Elementary Teacher's Federation of Ontario*

Committees

1.0 General

- committee members must be active members of the local (Article 6.2.4 of the ETFO-UCL *Constitution*)
- committees shall elect a Chair and Secretary (with the guidance of the Executive) at the start of the committee term
- committee members shall make every reasonable effort to attend meetings, on an agreed to date where quorum can be achieved
- members who can no longer attend a scheduled meeting, must let the Chair know in a timely fashion, if possible
- quorum for a committee meeting shall be 50% + 1 of the members; where a loss of quorum occurs, the meeting may be adjourned until a time the Chair determines; and, any matters for decision considered when the meeting is inquorate must subsequently ratified at the next committee meeting before those decisions can be actioned
- committees are to schedule and submit meeting dates in advance to the office.
- minutes must be kept for each meeting, including motions between meetings.
- All committee chairs will receive a package of documents related to role of committee chair.

2.0 Meeting Times

- the Chair must notify the ETFO-UCL Executive Assistant (during regular business hours, not evenings or weekends) of the date, time and location of a committee's meeting and agenda to ensure a meeting-can proceed as planned (in person or virtual)
- meeting date, time, location and needs (e.g. Survey Monkey, FM system) must be discussed with the office at least three days prior to any meeting being scheduled
- meetings to be held in the Local office must be approved with the Executive Assistant at least three days in advance of the proposed meeting date
- arrangements for a meeting to be held after 4:00 p.m. at the ETFO-UCL office must be made at least three days in advance of a meeting
- committee meeting dates will be posted on the ETFO-UCL Corporate calendar (available on the ETFO-UCL website) by the Executive Assistant
- arrangements for meals must be made by the Chair through the direction of the Executive Assistant at least three days in advance of a meeting held at the office, including meal choices and arrangements for pick-up or delivery

- meetings may be held face-to-face, by telephone, email, video conference or other electronic means

3.0 Minutes

- minutes shall be recorded by the committee's Secretary (or alternate)
- minutes must include the date, time and location of the meeting, names of the members in attendance/regrets, matters discussed, all actionable items (i.e. motions), including the names of the mover and seconder of such actionable items, adjournment time and date and location of the next meeting
- a committee must review, amend as necessary, and approve the previous meeting's minutes at the start of the next scheduled meeting
- all minutes, including motions made between meetings, must be submitted by the Chair to the office
- minutes must be sent to the office within three business days following the committee's meeting
- minutes must be sent to the office five days prior to an Executive meeting, if possible, to be included in Committee Reports

4.0 Agenda

- an agenda guides and structures a meeting
- an agenda will be developed by the Chair
- an agenda will be sent electronically by the Executive Assistant to committee members, at least three days in advance of a meeting
- an agenda may be modified (e.g. adding/removing an item, changing order of items) and must be adopted at the start of the committee meeting
- an agenda must include the *ETFO Human Rights Statement and the ETFO Land Acknowledgement*, which are to be read aloud at the start of the meeting

5.0 Budget

- a committee shall be given a budget, as determined by the Executive, to carry out the business of the committee including the expenses incurred to hold a meeting (e.g. mileage, meals) and initiatives/events costed at \$500.00 or less
- a committee's current budget information is presented at each Executive meeting by the Treasurer and is available to committee members through the Executive committee liaison

6.0 Expenses

- expenses shall be reimbursed as per the Local's Statement of Expenses form and Event Costing Guide
- meals, travel and dependent care expenses are covered for active ETFO-UCL members only
- Chairs may invite guests to attend meetings as a resource (e.g. speaker), as required; guest expenses will be paid out of the committee's budget
- accommodations will be paid, per the ETFO-UCL *Directives*, as noted below:

7.0 Duties of the Chair

The Chair shall:

- chair the meeting
- schedule all committee meetings in consultation with committee members (i.e. dates, times, locations, meals, etc.)
- cancel and/or reschedule an inquorate meeting, when possible
- familiarize the committee with its mandate (i.e. *Committee Terms of Reference*)
- set initial 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 (to be returned to the office to the attention of the Treasurer, either by the committee member or the Chair)
- request release time for committee members, (6 days' notice is required)
- submit meeting minutes to the Executive Assistant
- act as a contact/resource person for the committee
- report to Executive, in person or via the Executive liaison (i.e. meeting minutes)
- take all motions referred by the committee to the Executive
- consider motions referred by the Executive
- obtain approval regarding expenses exceeding \$500.00; (refer to Committee Program Fund and Equity Fund guidelines and Costing Guide)
- After the approved expenses have been incurred, the Chair must submit the completed Costing Guide which was initially presented to Executive, to the office (to the attention of the Treasurer)

- The completed Costing Guide must be accompanied by: all ETFO-UCL expense claims, receipts, ETFO Provincial forms, if initiative/event will be subsidized/paid for in part or whole by Provincial)
- present a report of the committee's activities at the ETFO-UCL Annual General Meeting

8.0 Release Time

- the number of release days available to committees is determined by the Executive
- only the Chair may request release days for committee members
- committees require a recorded motion (in the minutes) noting a request for release time
- the Chair's request must be sent six business days (not including weekends or evenings) in advance to the Executive Assistant via email or telephone

9.0 Communication

- communication intended for the greater membership and/or public, must be approved by the President
- all communication, (e.g., flyers, 'mark the date', events, etc) must be sent out through the office

10.0 Mailings

- require approval of the President
- must be arranged ahead of time with the Executive Assistant respecting their availability for assistance and to provide resources for mailings to members (e.g. envelopes, address labels, etc.)

Note: mailings via Board courier can take upwards of three or more weeks for delivery; check with the Executive Assistant for courier dates

11.0 Honorariums

- honorariums (e.g. gift cards) are not available to committee members who are acting on behalf of the committee (refer to *Conflict of Interest* tab in the Directives)
- committees may offer presenters (i.e. guest speakers) honorariums, when appropriate
- honorariums must be costed and expensed either through the committee budget and/or the Event Costing Guide, if accessing the Committee Action Fund or Equity Fund

12.0 Terms of Reference

- to be reviewed and amended by committee members at the start of the committee's term, and as needed
- must be approved by the Executive

Committee Program Fund and Equity Fund

The Committee Program Fund and Equity Fund are set by the Executive in accordance with the Local *Constitution* and current budget.

Any proposed expenses exceeding \$500 must be approved by the Executive.

Monies will be accessed from the appropriate fund.

Expenses may include, but are not limited to workshops, conferences, and resources.

Donations are not eligible expenses.

These funds are available for supporting ETFO-UCL members only.

Committees:

- will complete a Costing Guide to assist in describing, planning, and detailing the expenses
- the Costing Guide must be presented to the Executive for approval
- Executive approval must be secured prior to actioning the proposed expense
- the allocation of funds is at the discretion of the Executive

Each committee shall receive:

- the Committee Guidebook
- a copy of the Local's *Constitution* and *Directives*
- a copy of the *ETFO Code of Professional Conduct*
- contact information for the office and committee members (i.e. names, telephone numbers, email addresses, ETFO-UCL URL, etc.)
- Committee Terms of Reference
- Expense Claim Forms
- Agenda template that includes the *ETFO Human Rights Statement* and the *ETFO Land Acknowledgement*