

**Committee Terms of Reference \*\*\*\*(updated as of January 2023)**

**TERMS OF REFERENCE FOR STANDING COMMITTEES**

- 1) Budget Committee
- 2) Collective Bargaining Committee (CBC)
- 3) Constitution & Bylaws Committee (C &B)
- 4) Elementary Occasional Teachers/Management Committee (EOT/Management)
- 5) Equity & Social Justice Committee (E & SJ)
- 6) Federation Annual General Meeting Committee (AGM)
- 7) Member Development Fund Committee (MDF)
- 8) Political Action/Public Relations Committee (PA/PR)
- 9) Professional Learning Committee (PL)
- 10) Social Committee (SOC)
- 11) Status of Women Committee (Status)

## SECTION # 1: BUDGET COMMITTEE

### TERMS OF REFERENCE (revised January 2023):

- 1) **Name:**
  - a) The name of this committee shall be the ETFO – Waterloo Region Occasional Teachers’ Local (ETFO-WROTL) Budget Committee.
  - b) The name ETFO – Waterloo Region Occasional Teachers’ Local Budget Committee shall appear once, and hereafter, shall be referred to as the Committee.
- 2) **Composition:**
  - a) The Budget Committee shall consist of the President, the First Vice President, and the Treasurer of the ETFO-WROT Local Executive.
  - b) The chair of the Budget Committee shall be the Treasurer.
  - c) The secretary of the Budget Committee shall be the First Vice President.
- 3) **Function and Role:**
  - a) The Budget Committee is responsible to, and shall take direction from, the ETFO-WROTL Executive.
  - b) The Budget Committee shall prepare a proposed draft budget for the following school year to the ETFO-WROTL Executive, no later than the April Executive meeting of the current school year. The Executive shall approve the draft budget, with any recommended changes, prior to having the Treasurer present it to the general membership at the Local Annual Meeting in May, and the Fall General Meeting in October.
  - c) The Budget Committee shall meet in September of the next school year to finalize the previously approved draft budget for presentation to the October Executive meeting and the Fall General Meeting for final approval.
  - d) It shall be the responsibility of the Budget Committee to:
    - i) keep a record of the minutes of the Budget Committee meetings.
    - ii) provide rationale for decisions made in drafting the budget proposal, both in May and the following October.
- 4) **Duties of Members:**
  - a) The duties of the Budget Committee chair/Treasurer shall include:
    - i) ensuring the committee follows Bylaw II Duties of the Committees
    - ii) meeting with the president and First Vice President prior to the April Executive meeting.
    - iii) calling and chairing meetings of the Budget Committee, as needed.
    - iv) reporting regularly, or as requested, to the ETFO-WROTL Executive.

- v) keeping records of the expenditures and receipts relative to the Budget Committee meetings.
  - vi) submitting receipts for payment of expenses, to cover expenditures of the committee incurred during the current fiscal year, to the ETFO-WROTL treasurer by June 30.
  - vii) handling Budget Committee correspondence.
- b) The duties of the Budget Committee members shall include:
- i) attending the scheduled meetings of the Budget Committee.
  - ii) notifying the chair of the Budget Committee if unable to attend a meeting.
  - iii) carrying out the functions as directed by the chair of the Budget Committee and the ETFO-WROTL President.

## **SECTION #2: COLLECTIVE BARGAINING COMMITTEE**

### **TERMS OF REFERENCE (Revised January 2023):**

#### **1) Name:**

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

#### **2) Composition:**

- a) The Committee shall consist of the following members:
  - i) The Chief Negotiator (CN)
  - ii) The President of the ETFO-WROTL
  - iii) The First Vice-President of the ETFO-WROTL
  - iv) a minimum of three (3) additional members of the ETFO-WROTL, or a number as approved and appointed by the ETFO-WROTL Executive.
- b) The Chief Negotiator shall be the President as outlined in the ETFO-WROTL Constitution and Bylaws
- c) The chair shall be the First Vice President.
- d) The CBC shall elect a secretary.
- e) Where possible, Committee members should be selected who are representative of the diversity of the membership.
- f) It is recommended that the Committee be formed before the end of September of each year.
- g) A quorum shall consist of four (4) members of the committee. There shall be no representation by proxy at the Committee.

#### **3) Roles and function:**

- a) The Committee shall:
  - i) be responsible to, and shall take direction, from the ETFO-WROTL Executive.
  - ii) establish ongoing consultation with the ETFO assigned staff officer.
  - iii) prepare for, and conduct negotiations toward a collective agreement governing terms and conditions of employment on behalf of the members of ETFO-WROTL on the Occasional Teachers' roster of the Waterloo Region District School Board (WRDSB) herein after referred to as the Board. Once intent to bargain has been served, the existing committee will continue in place until a collective agreement has been achieved.

- iv) communicate with the members through the Chief Negotiator and/or the President.
- v) communicate with all members of the ETFO-WROTL 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 of its decision and the reason for such decision in writing. The parties concerned may ask for a meeting to discuss the decision.
- vi) draft a working paper after discussion of philosophy and consideration of submissions. The final working paper will henceforth be called the Preliminary Submission.
- vii) send a draft copy of the Preliminary Submission to the ETFO-WROTL Executive for approval and recommendation to the membership.
- viii) send a copy of the Preliminary Submission to the provincial office of ETFO approximately fifteen (15) business days prior to its presentation to the ETFO-WROTL members.
- ix) if necessary, request the ETFO-WROTL Executive to seek assistance and advice from the provincial affiliate including a request that the assigned staff officer act as negotiator.
- x) hold a general membership meeting(s) to present the Preliminary Submission to the members for information, clarification and reaction. Immediately following this meeting, a ratification vote shall be taken for the Preliminary Submission.
- xi) be free to make amendments to the Preliminary Submission as new information becomes available.
- xii) forward amendments made to the Preliminary Submission to the provincial office of ETFO before the Preliminary Submission is presented to the Board.
- xiii) conduct direct negotiations with the Board through the negotiating team which shall be held responsible to the CBC.
- xiv) Following a review by the ETFO-WROTL Executive, distribute tentative terms of settlement to all members and the provincial office of ETFO.
- xv) hold general membership meeting(s) immediately prior to the ratification vote, before a new agreement between the Board and the ETFO-WROTL is reached.

- xvi) hold a ratification vote by members prior to a final settlement (simple majority – more than 50% of the legal votes cast)
- xvii) make known to the members the percent results of any recorded vote conducted by and for the ETFO-WROTL
- xviii) when ratified, include the signature of the current president of the ETFO-WROTL in the ratified Collective Agreement and forward a copy to ETFO.
- xix) obtain permission from the ETFO-WROTL Executive before requesting or agreeing to request a mediator or arbitrator. Before a decision is made the ETFO-WROTL Executive shall have prior consultation with ETFO.
- xx) ensure that each member receives a copy of the final agreement through the President. Copies of all reports received by the CBC during the negotiation process or during attempts to resolve impasses shall be submitted immediately to the provincial office of ETFO.
- xxi) obtain permission from the ETFO-WROTL Executive before submitting any report to a mediator or arbitrator. Before a decision is made, the executive shall have consultation with ETFO.
- xxii) monitor the Board budget process.

**4) Duties of members:**

- a) The Chair shall:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) be responsible for calling the meetings of the CBC. The first meeting shall be held by the thirtieth (30th) day of October.
  - iii) 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.
  - iv) determine the resources available to the CBC from the provincial office of ETFO and use these to facilitate the work of the CBC.
  - v) ensure that an agenda is prepared and received by each member of the committee by the day prior to the meeting, where possible.
  - vi) ensure that written notice of the intent to negotiate is submitted to, and received by, the Board according to the School Boards Collective Bargaining Act.
  - vii) ensure the ETFO-WROTL president and the ETFO Staff Officer are informed in advance of every meeting between the CBC negotiating team and the Board negotiating team.

- viii) report regularly, or as requested, to the ETFO-WROTL Executive.
  - ix) inform all members of the CBC of all meetings at least five business days in advance, except in the case of an emergency meeting.
  - x) submit a written proposal of expenditures to the ETFO-WROTL treasurer on or before September 30.
  - xi) attend the ETFO-WROTL budget meeting as requested.
  - xii) be a member of the Elementary Occasional Teacher/Staff Management Committee (EOT).
- b) Chief Negotiator:
- i) Only one Chief Negotiator will be released at any time. In the event that a contract is not settled, and a new negotiator is elected, the ETFO-WROTL will provide the necessary days to allow the previous negotiator the time to complete negotiations.
  - ii) The Chief Negotiator shall:
  - iii) be responsible to the ETFO-WROTL Executive and report directly to the President.
  - iv) be a member of the CBC and the EOT.
  - v) take the lead in conducting negotiations, on behalf of the Committee.
  - vi) see that minutes are kept of negotiations' meetings.
  - vii) send letters of confirmation, if required, to the Board after each meeting stating the status of negotiations.
  - viii) select, in conjunction with the President, the table team from the Committee members and provide rationale for its size and composition.
  - ix) initiate and create a process whereby members can provide input to the Committee.
  - x) act as a liaison regularly with other bargaining representatives provincially, locally and within the WRDSB, and keep the Committee up to date on issues regarding current negotiations.
  - xi) be responsible for the planning, organization, and implementation of mass meetings, including all matters pertaining to their follow-up.
  - xii) investigate and communicate Professional Learning opportunities for the Committee.
  - xiii) be available to assist in matters pertaining to the Collective Agreement under the direction of the President.
  - xiv) co-ordinate regular communication to the general membership in consultation with, and under direction from, the CBC.
  - xv) attend ETFO-WROTL meetings and general membership meetings.

- xvi) educate the members around the Collective Agreement on an on-call basis.
  - xvii) act as a committee member, ex-officio, on all sub-groups of the Committee.
  - xviii) research and report back on information requested by the Committee.
  - xix) act as the Chief Negotiator until current negotiations are completed.
  - xx) perform any other appropriate duties under the direction of the president.
- c) The secretary shall:
- i) record and distribute minutes of all meetings of the Committee to the President and the Chair, prior to the next meeting of the CBC.
  - ii) be a member and recording secretary of EOT.
- d) Members of the Committee shall:
- i) attend all duly called sessions of the Committee.
  - ii) make themselves fully aware of the minutes and other data generated in the Committee meetings, negotiations meetings, and, when requested, staff board meetings (EOT).
  - 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 Committee.
- 5) **Procedures for Resignations:**
- a) All resignations shall be in writing to the Chair of the committee, who shall forward the resignation to the President of the ETFO – WROTL.
  - b) With the advice of the Chair of the Committee, the ETFO-WROTL Executive decide on 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.

## **SECTION #3: CONSTITUTION & BYLAWS COMMITTEE**

### **TERMS OF REFERENCE (Revised January 2023):**

#### **1) Name:**

- a) The name of this ETFO-WROTL committee shall be the Constitution and Bylaws Committee.
- b) The name Constitution and Bylaws Committee shall appear once and hereafter, shall be referred to as the Committee.

#### **2) Composition:**

- a) The Committee shall consist of the Second Vice-President and a minimum of two (2) additional members or a number as approved and appointed by the ETFO-WROTL Executive.
- b) The chair shall be appointed by the Executive.
- c) A secretary shall be appointed by the Committee.
- d) The ETFO-WROTL President or designate shall be an ex officio member.

#### **3) Function and Role:**

- a) The Committee is responsible to and shall take direction from the ETFO-WROTL Executive.
- b) The Committee shall prepare the constitutional changes to be approved by the ETFO-WROTL Executive and general membership prior to implementation.
- c) It shall be the responsibility of the Committee to:
  - i) record and distribute the minutes of the Committee meetings to the committee members.
  - ii) annually review the Local Constitution and Bylaws and make recommendations to the Executive no later than thirty (30) days prior to the Local Annual Meeting or other general membership meeting.
  - iii) review the Operating Procedures biannually, or as needed.
  - iv) review the Committees' Terms of Reference, as needed.

#### **4) Duties of Members:**

- a) The duties of the Committee chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) meeting with the President or designate prior to October 31.
  - iii) calling and chairing meetings of the Committee, as needed.
  - iv) keeping and distributing minutes of the Committee meetings.
  - v) reporting regularly, or as requested, to the ETFO-WROTL Executive.
  - vi) keeping records of expenditures within the approved budget of the Committee.

- vii) submitting receipts for payment of expenses, to cover the expenditures incurred during the current fiscal year, to the ETFO-WROTL Treasurer by June 30.
  - viii) attending the budget meeting, if requested.
  - ix) maintaining records of the Committee activities.
  - x) presenting an annual report to the general membership at the Local Annual Meeting and presenting a report at any general membership meeting, if required.
- b) The duties of the secretary shall include:
- i) recording the minutes of the Committee meetings and sending them to the chair.
- c) The duties of the Committee members shall include:
- i) attending the scheduled meetings of the Committee.
  - ii) notifying the chair of the Committee, if unable to attend a meeting.
  - iii) carrying out the functions as directed by the chair of the Committee.
  - iv) recommending a Committee chair for the following school year to the WROTL executive.
  - v) appointing a secretary to record and distribute the minutes to the chair.
- 5) Procedures for Resignation:**
- a) All resignations shall be in writing to the chair of the Committee who, in turn, shall forward the resignation to the ETFO-WROTL President.
  - b) With the advice of the Committee chair, the ETFO-WROTL Executive will decide on the advisability of appointing a new member to fill this vacancy and to complete the term of office of the resigning member.

## **Section #4: ELEMENTARY OCCASIONAL TEACHERS'/MANAGEMENT COMMITTEE**

### **TERMS OF REFERENCE (Revised January 2023):**

**1) Name:**

- a) The name of this ETFO-WROTL committee shall be the Elementary Occasional Teachers'/Management Committee.
- b) The name Elementary Occasional Teachers'/Management Committee shall appear once and hereafter shall be referred to as the Committee.

**2) Composition:**

- a) The Committee shall consist of the President/Chief Negotiator, the First Vice President and the secretary of the ETFO-WROTL Collective Bargaining Committee (CBC).
- b) The chair shall be the President/Chief Negotiator or designate of the ETFO-WROTL.
- c) The secretary of the Committee shall be the secretary of the ETFO – WROTL CBC.

**3) Function and Role:**

- a) The Committee is responsible to and shall take direction from the ETFO-WROTL Executive with regard to issues pertaining to the Collective Agreement.
- b) The Committee shall meet once per month, or as needed, with the Manager of Human Resources who has responsibility for the Elementary Occasional Teachers, the assistant to this Manager, and other necessary Board personnel.
- c) It shall be the responsibility of the Committee to:
  - i) record and distribute the minutes of the Committee meetings to members of the Committee.
  - ii) present concerns regarding the Collective Agreement or any other issues of concern to members of the ETFO – WROTL Local, as needed.
  - iii) report to the Local Executive and the CBC, following these meetings, the details that are appropriate to be shared.

**4) Duties of Members:**

- a) The duties of the EOT/Management Committee chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) developing an agenda, in consultation with the other members of the EOT/Management Committee or the Executive, prior to the meeting.

- iii) briefing the EOT/Management Committee members about particular issues prior to the EOT/Management Committee meetings, as needed.
  - iv) reporting regularly, or as requested, to the ETFO-WROTL Executive, and to the CBC, as needed.
  - v) keeping records of the expenditures and receipts relative to the EOT/Management Committee, and maintaining the approved budget of the Committee.
  - vi) submitting receipts for payment of expenses, to cover expenditures incurred during the current fiscal year, to the ETFO-WROTL Treasurer by May 15.
  - vii) handling Committee correspondence.
- b) The duties of the EOT/Management Committee secretary shall include:
- i) attending the scheduled meetings of the Committee and recording the discussions held, including possible resolutions to issues.
  - ii) submitting the Committee minutes electronically to the chair within one week of the meeting.
  - iii) notifying the chair of the Committee if unable to attend a meeting.
  - iv) carrying out the functions as directed by the chair of the Committee.
- c) The duties of the First Vice President shall include:
- i) attending the scheduled meetings of the Committee
  - ii) notifying the chair of the Committee if unable to attend a meeting.
  - iii) carrying out the functions as directed by the chair of the Committee.

## **SECTION #5: EQUITY AND SOCIAL JUSTICE COMMITTEE**

### **TERMS OF REFERENCE (Revised January 2023):**

#### **1) Name:**

- a) The name of this ETFO - WROTL committee shall be the Equity and Social Justice Committee.
- b) The name Equity and Social Justice Committee shall appear once and hereafter, shall be referred to as the Committee.

#### **2) Composition:**

- a) The Committee shall consist of an ETFO – WROTL Executive member and a minimum of two (2) additional members or a number as approved and appointed by the ETFO - WROTL Executive.
- b) The chair shall be appointed by the Executive.
- c) A Secretary shall be appointed by the Committee.
- d) The ETFO-WROTL President or designate shall be an ex officio member.

#### **3) Function and Role:**

- a) The Committee is responsible to and shall take direction from the ETFO - WROTL Executive.
- b) The Committee shall prepare and present a proposed budget and program outline to be approved by the ETFO-WROTL Executive prior to implementation.
- c) It shall be the responsibility of the Committee to:
  - i) record and distribute the minutes of the Committee meetings prior to implementation.
  - ii) educate members about issues that include, but are not limited to: culture, race, ethnicity, gender, sexual orientation, class, ability, size, socio-economic status, age, faith and religious diversity within the educational community and society.
  - iii) develop members' awareness of equity and social justice materials and programs.
  - iv) provide opportunities for continued education of members in areas of equity and social justice.

#### **4) Duties of Members:**

- a) The duties of the Committee chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) meeting with the President or designate prior to October 31.
  - iii) calling and chairing meetings of the Committee, as needed.
  - iv) reporting regularly, or as requested, to the ETFO - WROTL Executive.

- v) keeping records of expenditures and maintaining the approved budget of the Committee.
  - vi) submitting receipts for payment of expenses, to cover the expenditures incurred during the current fiscal year, to the ETFO - WROTL Treasurer by June 30.
  - vii) attending the budget meeting, if requested.
  - viii) maintaining records of the Committee activities.
  - ix) distributing the minutes of meetings to the Committee members.
- b) The duties of the secretary shall include:
- i) recording the minutes of the Committee meetings and distributing them to the Committee chair.
- c) The duties of the Committee members shall include:
- i) attending the scheduled meetings of the Committee.
  - ii) notifying the chair of the Committee, if unable to attend a meeting.
  - iii) carrying out the functions as directed by the chair of the Committee.
  - iv) recommending a Committee chair for the following school year to the ETFO – WROTL Executive.
  - v) appointing a secretary to record and distribute the minutes to the members of the committee and the ETFO-WROTL President.

**5) Procedures for Resignation:**

- a) All resignations shall be in writing to the chair of the Committee who, in turn, shall forward the resignation to the ETFO - WROTL President.
- b) With the advice of the Committee chair, the ETFO - WROTL Executive will decide on the advisability of appointing a new member to fill this vacancy and to complete the term of office of the resigning member.

## SECTION #6: FEDERATION ANNUAL MEETING COMMITTEE

### TERMS OF REFERENCE (Revised January 2023):

1) **Name:**

- a) The name of this committee shall be the ETFO – Waterloo Region Occasional Teachers' Local (ETFO – WROTL) Federation Annual Meeting Committee.
- b) The name Federation Annual Meeting Committee (**FAM**) shall appear once and hereafter, shall be referred to as the Committee.

2) **Composition:**

- a) The Committee shall consist of the President, the First Vice President, the Second Vice President, the chair of the Local Constitution & Bylaws Committee, and other interested Executive members of the Local. Delegates and alternates to the FAM shall become members of this committee once they are elected.
- b) The chair shall be the President of the ETFO - WROTL.
- c) The secretary shall be appointed at the first meeting of the Committee.
- d) Other interested members of the Local may join the committee at a meeting should they have possible resolutions to present to the Committee and general membership for consideration.

3) **Function and Role:**

- a) The Committee is responsible to, and shall take direction from, the ETFO - WROTL Executive with regard to possible resolutions to take forward to the FAM.
- b) The Committee shall meet at least once prior to Jan. 31st, and as needed, thereafter.
- c) The Committee shall present potential resolutions for the FAM to the general membership for approval at a Winter General Membership meeting, in February. Each resolution must be duly passed by the Local to go forward to the provincial ETFO office, prior to March 1<sup>st</sup>.
- d) Following the Local Annual Meeting the Committee will meet with the delegates/alternates to the FAM, in June, to discuss resolutions, and determine the specifics concerning the Local's delegation to the FAM in August, i.e., rooming assignments, positions on each resolution, spirit wear, parking, meals, etc.

4) **Duties of Members:**

- a) The duties of the Committee chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees

- ii) developing an agenda, in consultation with the other members of the Committee or the Executive, prior to each Committee meeting, and the Winter General Membership meeting if held.
  - iii) briefing the Committee members and the WROT Local Executive about any possible resolutions prior to the Winter General Membership meeting, if held.
  - iv) keeping records of the expenditures and receipts relative to the Committee, and maintaining the approved budget of the Committee.
  - v) submitting receipts for payment of expenses, to cover expenditures incurred during the current fiscal year, to the ETFO - WROTL Treasurer by June 30.
- b) The duties of the secretary shall include:
- i) recording and distributing the minutes of the Committee meetings to members of the Committee.
  - ii) ensuring that resolutions passed at a Winter General Membership meeting of the Local if held, are sent to the provincial office prior to March 1<sup>st</sup>, to be included in the Annual Meeting Resolutions booklet.
  - iii) reporting to the Local Executive and the general membership, the outcome of this Winter General Membership meeting, if held.
  - iv) handling Committee correspondence.
- c) The duties of the remaining members of the Committee shall include:
- i) attending meetings, as called,
  - ii) notifying the chair of the Committee ahead of time, when they are unable to attend a duly called meeting.
  - iii) attending the Winter General Membership meeting, if held.

**5) Procedures for resignation:**

- a) All resignations shall be by letter to the chair of the Committee who in turn shall forward the resignation to the President of the ETFO - WROTL.
- b) With the advice of the Committee Chair, the ETFO - WROTL Executive shall decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

## **SECTION #7: MEMBER DEVELOPMENT FUND COMMITTEE**

### **TERMS OF REFERENCE (Revised January 2023):**

#### **1) Name:**

- a) The name of the committee shall be the ETFO – Waterloo Region Occasional Teachers' Local (ETFO – WROTL) Member Development Fund (MDF) Committee.
- b) The name Member Development Fund Committee shall appear on all communications at least once and hereafter, shall be referred to as the Committee.

#### **2) Composition:**

- a) The Committee shall be composed of the MDF Administrator and a minimum of two (2) additional members or a number as approved and appointed by the ETFO - WROTL Executive.
- b) The chair will be the MDF Administrator who is the First Vice President.
- c) A secretary shall be appointed by the Committee.
- d) The ETFO - WROTL President shall be an ex officio member.

#### **3) Function and role:**

- a) The Committee is responsible to and shall take direction from the ETFO – WROTL Executive.
- b) The function of the Committee shall be:
  - i) To annually review the procedures for allocating MDF support which would include, but not be limited to, criteria for approval, amounts for funding to each applicant, and timelines to implement and inform the membership.
  - ii) to bring recommendations re: the procedures for allocating MDF support to the ETFO – WROTL Executive by the June Executive meeting.
  - iii) to accept and evaluate, in accordance with the MDF policy, those requests for funding that are questioned by the MDF Administrator and to determine if those requests are to receive funding, by June 30.

#### **4) Duties of members:**

- a) The duties of the chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) meeting with the president or designate prior to October 31.
  - iii) calling and chairing Committee meetings on a regular basis.
  - iv) reporting regularly, or as requested, to the ETFO - WROTL Executive.

- v) making an annual report to the membership at the Local Annual Meeting, as requested at other membership meetings, and through the newsletter.
  - vi) submitting a written proposal of Committee expenditures by the committee to the ETFO - WROTL Treasurer before September 30.
  - vii) attending the ETFO - WROTL budget meeting, if requested.
  - viii) keeping records of Committee expenditures and maintaining the approved budget of the Committee.
  - ix) submitting all requests for monies to cover Committee expenditures incurred by the Committee during the current year, to the ETFO - WROTL Treasurer by June 30.
  - x) processing all MDF applications.
  - xi) maintaining records of MDF applications, MDF approvals and MDF disbursements.
- b) The duties of the secretary shall include:
- i) recording and distributing minutes to the members of the Committee.
- c) The duties of the Committee members shall include:
- i) attending Committee meetings regularly.
  - ii) notifying the chair of the Committee in advance, if possible, when they are unable to attend a meeting.
  - iii) carrying out functions as directed by the chair of the Committee.

**5) Procedures for resignation:**

- a) All resignations shall be by letter to the chair of the Committee who in turn shall forward the resignation to the President of the ETFO - WROTL.
- b) With the advice of the Committee Chair, the ETFO - WROTL Executive shall decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

## **SECTION #8: POLITICAL ACTION/ PUBLIC RELATIONS COMMITTEE**

### **TERMS OF REFERENCE (Revised January 2023):**

**1) Name:**

- a) The name of this ETFO-WROTL committee shall be the Political Action/ Public Relations Committee.
- b) The name, Political Action/ Public Relations, shall appear once and hereafter shall be referred to as the Committee.

**2) Composition:**

- a) The Committee shall consist of the Communications' Officer and a minimum of three (3) additional members or a number as approved and appointed by the ETFO-WROTL Executive.
- b) The chair shall be appointed by the Executive.
- c) A secretary shall be appointed by the Committee.
- d) The ETFO-WROTL President or designate shall be an ex officio member.

**3) Function and Role:**

- a) The Committee is responsible to and shall take direction from the ETFO - WROTL Executive.
- b) The Committee shall prepare and present a proposed budget and program outline to be approved by the ETFO - WROTL Executive prior to implementation.
- c) It shall be the responsibility of the Committee to:
  - i) record and distribute the minutes of the Committee meetings to members of the Committee and the president of the ETFO-WROTL.
  - ii) promote positive public relations within the membership.
  - iii) promote positive public relations within the community.
  - iv) promote and advocate strategies for political action and public relations on behalf of members.

**4) Duties of Members:**

- a) The duties of the Committee chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) meeting with the president or designate prior to October 31.
  - iii) calling and chairing meetings of the Committee, as needed.
  - iv) reporting regularly, or as requested, to the ETFO - WROTL Executive.
  - v) keeping records of the expenditures and maintaining the approved budget of the Committee.

- vi) submitting receipts for payment of expenses, to cover expenditures incurred during the current fiscal year, to the ETFO - WROTL Treasurer by June 30.
  - vii) making an annual report to the general membership at the Local Annual Meeting.
  - viii) attending the budget committee, as requested.
  - ix) maintaining a record of the activities of the Committee.
  - x) attending meetings of the Waterloo Regional Labour Council (WRLC).
- b) The duties of the secretary shall include:
    - i) recording and distributing minutes of all meetings of the Committee to the members of the committee.
  - c) The duties of the Committee members shall include:
    - i) attending the scheduled meetings of the Committee.
    - ii) notifying the chair of the Committee if unable to attend a meeting.
    - iii) carrying out the functions as directed by the chair of the Committee.
    - iv) recommending a Committee chair for the following school year to the ETFO – WROTL Executive.
- 5) **Procedures for Resignation:**
- a) All resignations shall be by letter to the chair of the Committee who, in turn, shall forward the resignation to the ETFO - WROTL President.
  - b) With the advice of the Committee chair, the ETFO - WROTL Executive will decide on the advisability of appointing a new member to fill this vacancy and to complete the term of office of the resigning member.

## SECTION #9: PROFESSIONAL LEARNING COMMITTEE

### TERMS OF REFERENCE (Revised January 2023):

1) **Name:**

- a) The name of this ETFO-WROTL committee shall be the Professional Learning
- b) The name Professional Learning Committee shall appear once and hereafter shall be referred to as the Committee.

2) **Composition:**

- a) The PL Committee shall consist of the first Vice President of the ETFO-WROTL Executive and a minimum of three (3) additional members or a number as approved and appointed by the ETFO - WROTL Executive.
- b) The chair shall be appointed by the Executive.
- c) A secretary shall be appointed by the Committee.
- d) The ETFO - WROTL President or designate shall be an ex officio member.

3) **Function and Role:**

- a) The Committee is responsible to and shall take direction from the ETFO - WROTL Executive.
- b) The Committee shall prepare and present a proposed budget and program outline to be approved by the ETFO - WROTL Executive prior to implementation.
- c) It shall be the responsibility of the Committee to:
  - i) record and distribute the minutes of the Committee meetings to members of the Committee and the President of ETFO - WROTL.
  - ii) promote and encourage professional learning opportunities for the membership.
  - iii) develop members' awareness of the local and provincial professional learning opportunities.
  - iv) develop opportunities for members to share professional expertise through workshops.
  - v) plan and co-ordinate the Federation P.D. day, if held.

4) **Duties of Members:**

- a) The duties of the Committee chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) meeting with the president or designate prior to September 30.
  - iii) calling and chairing meetings of the Committee, as needed.
  - iv) reporting regularly, or as requested, to the ETFO - WROTL Executive.

- v) keeping records of the expenditures and receipts relative to the Committee, and maintaining the approved budget of the Committee.
- vi) submitting receipts for payment of expenses, to cover expenditures incurred during the current fiscal year, to the ETFO - WROTL Treasurer by June 30.
- vii) handling Committee correspondence.
- viii) attending the Budget Committee meeting, as requested.
- b) The duties of the secretary shall include:
  - i) recording and distributing the minutes of the Committee meetings to the members.
- c) The duties of the Committee members shall include:
  - i) attending the scheduled meetings of the Committee.
  - ii) notifying the chair of the Committee if unable to attend a meeting.
  - iii) carrying out the functions as directed by the chair of the Committee.
  - iv) recommending a Committee chair for the following school year to the ETFO – WROTL Executive.
  - v) selecting a secretary to record and distribute the minutes to the Committee and the ETFO - WROTL President.
- 5) **Procedures for Resignation:**
  - a) All resignations shall be by letter to the chair of the Committee who, in turn, shall forward the resignation to the ETFO - WROTL President.
  - b) With the advice of the Committee chair, the ETFO - WROTL Executive will decide on the advisability of appointing a new member to fill this vacancy and to complete the term of office of the resigning member.

## SECTION #10: SOCIAL COMMITTEE

### TERMS OF REFERENCE (Revised January 2023):

#### 1) Name:

- a) The name of the committee shall be the ETFO – Waterloo Region Occasional Teachers' Local (ETFO – WROTL) Social Committee.
- b) The name Social Committee shall appear once and hereafter, shall be referred to as the Committee.

#### 2) Composition:

- a) The Committee shall consist of an ETFO – WROTL Executive member and a minimum of three (3) additional members or a number as approved and appointed by the ETFO – WROTL Executive.
- b) The chair shall be appointed by the Executive.
- c) A secretary shall be appointed by the Committee.
- d) The ETFO – WROTL President or designate shall be an ex officio member

#### 3) Function and Role:

- a) The Committee is responsible to and shall take direction from the ETFO – WROTL Executive.
- b) The Committee shall prepare and present a proposed budget and program outline to the ETFO – WROTL Executive prior to implementation.
- c) The purpose of the Committee shall be to plan social events for the general membership of the ETFO – WROTL.
- d) It shall be the responsibility of the Committee to record and distribute the minutes of the Committee meetings to members of the Committee.

#### 4) Duties of Members:

- a) The duties of the Committee chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) meeting with the President or designate prior to October 31.
  - iii) calling and chairing meetings of the Committee, as needed.
  - iv) reporting regularly, or as requested, to the ETFO – WROTL Executive.
  - v) keeping records of the expenditures and maintaining the approved budget of the Committee.
  - vi) submitting receipts for payment of expenses to cover expenditures incurred during the current fiscal year to the ETFO – WROTL Treasurer by June 30.
  - vii) making a report to the general membership at the Local Annual Meeting or other General Membership meetings.
  - viii) attending the Budget Committee, as requested.
  - ix) maintaining a record of the activities of the Committee.

- b) The duties of the secretary shall include:
    - i) recording and distributing minutes of all meetings of the Committee to the members of the Committee.
  - c) The duties of the Committee members shall include:
    - i) attending the scheduled meetings of the Committee.
    - ii) Notifying the chair of the Committee if unable to attend a meeting.
    - iii) Carrying out the functions as directed by the chair of the Committee.
    - iv) Recommending a Committee chair for the following school year to the ETFO – WROTL Executive
- 5) **Procedures for Resignation:**
- a) All resignations shall be in writing to the chair of the Committee who, in turn, shall forward the resignation to the ETFO – WROTL President.
  - b) With the advice of the Committee chair, the ETFO – WROTL Executive will decide on the advisability of appointing a new member to fill this vacancy and to complete the term of office of the resigning member.

## SECTION #11: STATUS OF WOMEN COMMITTEE

### TERMS OF REFERENCE (Revised January 2023):

1) **Name:**

- a) The name of this ETFO – Waterloo Region Occasional Teachers’ Local (ETFO-WROTL) committee shall be the Status of Women Committee.
- b) The name, Status of Women, shall appear once and hereafter, shall be referred to as the Committee.

2) **Composition:**

- a) The Committee shall consist of an ETFO – WROTL Executive member and a minimum of three (3) additional members or a number as approved and appointed by the ETFO - WROTL Executive.
- b) The chair shall be appointed by the Executive.
- c) A secretary shall be appointed by the Committee.
- d) The ETFO - WROTL President or designate shall be an ex officio member.

3) **Function and Role:**

- a) The Committee is responsible to and shall take direction from the ETFO - WROTL Executive.
- b) The Committee shall prepare and present a proposed budget and program outline to be approved by the ETFO - WROTL Executive prior to implementation.
- c) It shall be the responsibility of the Committee to:
  - i) record and distribute the minutes of the Committee meetings to members of the committee.
  - ii) promote and encourage the positive self-image of women.
  - iii) develop educators’ awareness of the needs of women and girls in the teaching profession, in our schools, in our membership, and in society.
  - iv) develop members’ awareness of intersectional feminist materials and programs.
  - v) provide opportunities for continued education of members in areas such as non-violence, leadership, equity and other areas which affect the status of women.

4) **Duties of Members:**

- a) The duties of the Committee chair shall include:
  - i) ensuring the committee follows Bylaw II Duties of the Committees
  - ii) meeting with the president or designate prior to October 31.
  - iii) calling and chairing meetings of the Committee, as needed.

- iv) reporting regularly, or as requested, to the ETFO - WROTL Executive.
  - v) keeping records of the expenditures and maintaining the approved budget of the Committee.
  - vi) submitting receipts for payment of expenses to cover expenditures incurred during the current fiscal year, to the ETFO - WROTL Treasurer by June 30.
  - vii) making a report to the general membership at the Local Annual meeting ~~in~~ or other General Membership meetings.
  - viii) attending the budget committee, as requested.
  - ix) maintaining a record of the activities of the Committee.
- b) The duties of the secretary shall include:
- i) recording and distributing minutes of all meetings of the Committee to the members of the committee.
  - ii) carrying out any other functions as directed by the chair of the Committee.
- c) The duties of the Committee members shall include:
- i) attending the scheduled meetings of the Committee.
  - ii) notifying the chair of the Committee if unable to attend a meeting.
  - iii) carrying out the functions as directed by the chair of the Committee.
  - iv) recommending a Committee chair for the following school year to the ETFO - WROTL Executive.

**5) Procedures for Resignation:**

- a) All resignations shall be in writing to the chair of the Committee who, in turn, shall forward the resignation to the ETFO - WROTL President.
- b) With the advice of the Committee chair, the ETFO - WROTL Executive will decide on the advisability of appointing a new member to fill this vacancy and to complete the term of office of the resigning member.