



EVERGREEN CATHOLIC LOCAL #44 PROFESSIONAL DEVELOPMENT COMMITTEE FRAME OF REFERENCE

A. Name

The name of this committee shall be the Professional Development Committee of the Evergreen Catholic Local No. 44.

B. Objectives

The Professional Development Committee shall be the advocate for professional development opportunities and activities undertaken in the jurisdiction. The work of the committee will be undertaken in accordance with the professional development policies of the provincial association and the Evergreen Catholic Local #44 constitution.

C. Duties and Responsibilities

1. In general:

- a. The Professional Development Committee will help build linkages between the various professional development opportunities for teachers, school-based, local institutes, conventions, in-service, specialist councils, etc.
- b. The Professional Development Committee will collaboratively exercise leadership in all matters pertaining to all professional development activities undertaken by the local.
- c. The Professional Development Committee is responsible to the local for a yearly financial statement and for a written annual report of its activities.

2. In particular:

- a. To be responsible for the active promotion and advocacy of professional development at the school and district level.
- b. To seek input and feedback from teachers and/or school staffs in regard to professional development needs and how these needs can best be met.
- c. To disseminate information about professional development activities.
- d. To recommend, where appropriate, changes in the policies of the school jurisdiction, collective agreement and/or the constitution of the local teachers association which have an impact on the mandate of the Professional Development Committee.

- e. To consult with professional development staff officers, district representatives, professional development facilitators (as assigned) and members of the local.
- f. To attend, if possible, Professional Development Area Conferences (PDAC) and the PD ATA course at summer conference.
- g. To ensure that appropriate payments are made.
- h. To provide expertise and financial assistance, where possible, to school staffs and other teacher groups in the area of professional development.
- i. To develop and maintain a budget.
- j. To keep a record of the minutes of the meetings.
- k. To establish procedures through the Professional Development Policy for the consideration of funding applications for conferences and professional development activities.

D. Membership

1. The Professional Development Committee shall consist of the following voting members:
 - a. one representative from each school in the district;
 - b. one representative from the substitute teachers;
 - c. one representative from the administrators;
2. The district representative and those staff officers, central office representatives and professional development facilitators who may attend professional development meetings from time to time shall be non-voting members of the Professional Development Committee.
3. The president of the local or designate acting in an ex-officio capacity shall also be a member of the Professional Development Committee.
4. The members of the Professional Development Committee are expected to:
 - a. Attend all meetings of the Professional Development Committee or if unable to attend, to encourage that a substitute representative is present;
 - b. Provide full and effective communication for their constituency both to and from the Professional Development Committee;
 - c. Select annually from its members the following officers: a vice-chair and a secretary. The chair of the Professional Development Committee will be elected at the AGM every two years by the local.

E. Officers

1. The officers of the professional development committee shall consist of the chair, vice-chair, and a secretary.
2. The officers of the Professional Development Committee are expected to:
 - a. Chair
 - Call meetings of the PD committee as the need arises.
 - Set the agenda for each meeting.
 - Chair all committee meetings.
 - Attend Local Council meetings and submit a report of committee activities.
 - Attend Professional Development Area Conferences (PDAC) called by the region.
 - Review the PD guidelines with new committee members early in the school year.
 - Act as a member of the Executive Committee.
 - Submit an annual report at the AGM (Annual General Meeting).
 - Submit an annual budget to the local for approval.
 - Record all monies received and disbursed;
 - Present financial statements at meetings, as necessary;
 - Review all PD applications on the first of every month and reply to each applicant in writing informing him/her of the final decision.
 - b. Co-chair
 - Assist the chair in the discharge of duties.
 - Represent the chair in the event that they cannot attend the meeting.
 - c. Secretary
 - Keep accurate business records of all professional development meetings;
 - Perform internal communications functions as may be assigned from time to time;
 - Assist the chair with annual report(s).

F. Term of Office

1. All Professional Development Committee members are to be selected annually by their schools.

G. Committees

1. The Professional Development Committee shall establish subcommittees from time to time as required.

H. Emergency Replacements

1. Vacancies in any office of subcommittee shall be filled at the next properly called meeting of the Professional Development Committee.

I. Meetings of the Professional Development Committee

1. The Professional Development Committee shall meet two times a year or as deemed necessary.

2. Notice of intent to hold a meeting shall be given to members as soon as possible with agenda sent to each school representative.
3. It is the duty of each selected member of the Professional Development Committee to attend meetings for the purposes of reporting and communicating.

J. Quorum

1. A majority of the voting representatives on the Professional Development Committee shall constitute a quorum.

K. Rules of Procedure

1. The proceedings of all meetings shall be regulated by the official rules of procedure as published in the *ATA Members Handbook*.

L. Finances

1. The Professional Development Committee will be funded annually by the local.
2. The Professional Development Committee shall prepare and submit to the local an annual budget.
3. The Professional Development Committee will facilitate the reimbursement of approved expenses to members upon completion of the professional development activity.

M. Ratification of this Frame of Reference

1. This Frame of Reference shall be approved in accordance with the terms of the Evergreen Catholic Local #44 Constitution.

N. Amendments to this Frame of Reference

1. Amendments to the Frame of Reference shall be made in accordance with the following procedure:
 - a. Notice of motion of intent to amend shall be given at a preceding Professional Development Committee meeting.
 - b. Except when time is of the essence, the text of proposed amendments shall be made available in writing to the members prior to the meeting.
2. The amendment shall be approved by the majority of the Professional Development Committee members.
3. The amendment shall be approved at a local council meeting.