



Economic Policy Committee Frame of Reference

Grande Yellowhead Public School Division No 77

1. Preamble

This committee shall be called the Grande Yellowhead Economic Policy Committee, hereinafter referred to as the EPC. It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by Grande Yellowhead Public School Division No 77.

2. Duties and Responsibilities

The EPC shall exist for the following reasons:

- 2.1 To gather and study data for the purpose of setting objectives for collective bargaining.
- 2.2 To identify and interpret the economic and working conditions needs of teachers.
- 2.3 To prepare proposed amendments to the collective agreement for consideration of the members of the bargaining unit.
- 2.4 To effect change to the collective agreement as negotiated and ratified by the teachers.
- 2.5 To select the Negotiating Subcommittee (NSC) and establish operational guidelines for its effective operation.
- 2.6 To keep teachers of the bargaining unit informed on matters pertaining to the progress of negotiations and the specific details of the collective agreement.
- 2.7 To consult with Teacher Welfare staff officers, district representative, consultants (as assigned) and members of the bargaining unit before, during and after negotiations.
- 2.8 To identify areas of concern for teachers and to provide the necessary assistance and direction in enforcing the provisions of the collective agreement.
- 2.9 To generally exercise leadership in all matters pertaining to collective bargaining.
- 2.10 To refer the dispute to a Representative of the Bargaining Agent (RBA) following appropriate consultation with the membership.

3. Membership

The EPC shall consist of:

- 3.1 Seven (7) members of the bargaining unit elected pursuant to this Frame of Reference. They shall be the voting members of the EPC.
- 3.2 The district representative and those staff officers and consultants assigned from time to time to the EPC by The Alberta Teachers' Association. They shall be non-voting members of the EPC.
- 3.3 The president of the Local or appointee acting in an ex-officio capacity.

4. Election of EPC

Members of the EPC shall be elected at the Annual General Meeting by the members of the bargaining unit as follows: two (2) from Hinton, two (2) from Edson, one (1) from Lobstick one (1) from Jasper and one (1) from Grande Cache.

5. Executive

The executive officers of the EPC shall consist of the chair, vice-chair and secretary.

6. Duties

- 6.1 The officers, elected from and by voting members of the EPC shall:
 - 6.1.1 chair – chair EPC meetings, represent the EPC in its relationship with the general membership, attend Local Council meetings as required by the Local constitution and request the calling of bargaining unit meetings by the Local president.
 - 6.1.2 vice-chair – act on behalf of the chair in his/her absence.
 - 6.1.3 secretary – keep an accurate record of all EPC meetings and perform such other internal communications functions as may be assigned from time to time.
- 6.2 The elected members of the EPC shall attend all EPC meetings and perform such other meetings as required by the Local association for purposes of reporting and communicating.
- 6.3 Absence from three consecutive meetings without reasonable cause or consent will result in that position being declared vacant by a motion of the EPC. The member shall be informed of the committee's decision by the chair.
- 6.4 A chair shall act only with the consent of a majority of the committee or

subcommittee.

6.5 It is the duty of each elected member of the EPC to attend meetings required by the Local association structure for purposes of reporting and communicating.

7. Committees

7.1 Negotiating Subcommittee (NSC) —the NSC shall consist of three (3) voting members and one (1) alternate elected from and by the voting members of the EPC. These members shall engage in collective bargaining with authorized representatives of the Board. The NSC shall select, from its members, an NSC chair. The alternate shall be a voting member of the NSC when s/he is replacing one of the three voting members.

7.2 The EPC may appoint such other subcommittees as deemed necessary.

8. Term of Office

All EPC members, officers and committees are deemed to be elected for the longer of one year or for the term necessary to plan and execute business related to a given collective agreement.

9. Emergency Replacements

Vacancies in any office or subcommittee shall be filled at the next properly called meeting of the EPC.

10. Meetings of the EPC or Bargaining Unit

10.1 Meetings shall be called by the chair of the EPC on the chair's initiative or at the request of:

10.1.1 a majority of voting members on the EPC,

10.1.2 a majority of the EPC executive,

10.1.3 the Representative of the Bargaining Agent (RBA),

10.1.4 the chair of the NSC,

10.1.5 the president of the Local, or

10.1.6 at least 10 percent of the membership.

10.2 Meetings of the bargaining unit shall be called by the president of the Local on the president's initiative or at the request of the chair of the EPC on the chair's initiative or at the request of:

10.2.1 a majority of the EPC executive

10.2.2 a majority of voting members on the EPC

10.2.3 the chair of the NSC

10.2.4 the RBA or

10.2.5 at least 10 percent of the membership.

10.3 Notice of intent to hold a meeting shall be given to members as soon as possible.

11. Quorum

A majority of the voting representatives on the EPC shall constitute a quorum.

12. Rules of Procedure

The proceedings of all meetings shall be regulated by the official rules of procedure as published in the ATA Members' Handbook, except that the chair shall have full rights to debate and vote as accorded to all other members.

13. Finances

13.1 The EPC shall prepare and submit to the Local an annual budget and any appropriate revisions.

14. Preparation Procedure

14.1 The EPC shall request and consider suggested amendments to the collective agreement from the membership of the bargaining unit, members of the EPC and Barnett House.

14.1.1 In addition, the EPC may propose suggested amendments to the members of the bargaining unit.

14.2 A draft initial proposal of amendments shall be prepared and submitted to the members of the bargaining unit for discussion, amendment and approval.

14.3 Subsequent to the procedures outlined above, the EPC shall prepare a final initial proposal for transmission to teacher welfare of The Alberta Teachers' Association accompanied by a request for the Association to serve notice to commence bargaining on the Board. The EPC shall provide members of the bargaining unit with a copy of the initial proposal.

15. Negotiating an Agreement

15.1 The NSC shall work toward a settlement [utilizing the following procedures:

- 15.1.1 they may sign a memorandum of agreement when, in their opinion, the conclusion of such a memorandum of agreement is warranted, or
- 15.1.2 they may bring a Board offer to teachers, or
- 15.1.3 they may report back to meetings of the teachers when they are of the opinion that further negotiations are not likely to be productive and may request further instructions.

16. Ratification of the Collective Agreement

16.1 A collective agreement shall be ratified by a simple majority of the members of the bargaining unit present at a properly called meeting of that unit, voting in favor of acceptance of the proposed agreement by means of a secret ballot vote.

16.1.1 Notwithstanding 16.1, the requirement for a secret ballot vote may be waived provided no member objects.

16.2 Members shall register upon entry to the assembly.

16.3 Ratification votes shall be conducted consistent with the following agenda:

AGENDA

1. Call to Order
 - Declaration of closed meeting of the bargaining unit
 - Introductions
 - Explanation of procedures to be used during meeting (voting and other)
2. History of Negotiations
3. Presentation of the Issue (eg, board offer, memorandum, etc)
4. Question Period for Clarification—no debate
5. Explanation of Future Procedures, if applicable
6. Motion on the Issue (eg, Motion to accept the Memorandum of Agreement)
7. Recommendations to Membership (from EPC, NSC, etc)
8. Debate on Motion
9. Vote (by secret ballot, the ballots and ballot boxes are made available at this point and only one ballot shall be accepted from each voter)
10. Other Business (if votes on other issues are required, the procedures used shall be in accordance with the above).

16.4 Except where time is of the essence the text of proposed amendments to the collective agreement shall be made available in writing to the members of the bargaining unit prior to the meeting.

17. Amendments to this Frame of Reference

Amendments to this Frame of Reference shall be made in accordance with the following

procedure:

17.1 Notice of motion of intent to amend shall be given at a preceding EPC meeting,

17.2 The amendment shall be submitted for approval by a majority of the EPC members,

17.3 The amendment shall be submitted for approval by the Local executive,

17.4 Affirmative vote by a majority of the teachers of the bargaining unit at a properly called meeting,

17.5 The amendment shall take effect when ratified by Provincial Executive Council.

18. Provincial Association Intervention

18.1 In this section,

18.1.1 *investigated officer* means an officer of the economic policy committee whose conduct is under investigation pursuant to subsection (2);

18.1.2 *investigator* is the individual appointed by the table officers pursuant to subsection (2);

18.1.3 *officer* means the chair, vice-chair or secretary of an economic policy committee or any other person appointed or elected to an economic policy committee or a subcommittee thereof;

18.1.4 *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*;

18.1.5 *table officers* means the Association's officers as defined in Bylaw 35;

18.1.6 *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and

18.1.7 *staff officer* means a member of executive staff designated by the executive secretary.

19. Suspension or removal from office of officers

19.1 Where the table officers have or receive information which leads them to believe that an officer:

19.1.1 has neglected his or her duties to the extent that the proper operation of the economic policy committee is being negatively affected,

19.1.2 is mentally incapacitated,

19.1.3 is engaging in corrupt practices,

19.1.3 is engaging in financial malpractice or

19.1.4 has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association,

19.2 the table officers may initiate an investigation into the conduct of the economic

- policy committee officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.
- 19.3 In the course of the intervention under section 19, an investigated officer is entitled to have access to a staff officer for advice.
- 19.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
- 19.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 19.6 The investigated officer may appeal a suspension from office under subsection 19.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 19.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 19.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 19.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 19.10 Where an investigated officer resigns in accordance with subsection (9), the investigation shall be continued with the cooperation of the investigated officer, and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 19.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to
- 19.11.1 answer any inquiries the investigator may have relating to the investigation;
 - 19.11.2 produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;

- 19.11.3 give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
 - 19.11.4 attend before the investigator for the purpose of complying with 19.11.1, 19.11.2 or 19.11.3 of this subsection.
- 19.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 19.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 19.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- 19.14.1 remove the investigated officer from office;
 - 19.14.2 restrict the investigated officer's eligibility for office in the future;
 - 19.14.3 if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated officer and Provincial Executive Council of their decision.
- 19.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this frame of reference.
- 19.16 The investigated officer may appeal the decision of the table officers under subsection 19.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 19.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- 19.18 In an appeal under subsection 19.7 or 19.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 19.19 **Official Trustee**
Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the economic policy committee, subject

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to any terms and conditions the Provincial Executive Council considers necessary:

- 19.19.1 when the economic policy committee fails to comply with the requirements of section 2;
 - 19.19.2 when the economic policy committee fails to comply with the requirements of section 13;
 - 19.19.3 when the Provincial Executive Council considers it in the interests of the Association to do so.
- 19.20 The economic policy committee may appeal the appointment of an official trustee to a representative assembly.
- 19.21 An official trustee appointed under subsection 19.19 has the powers and duties conferred by the General Bylaws on an economic policy committee and conferred by this frame of reference;
- 19.22 On appointment of an official trustee to the economic policy committee, the officers of the economic policy committee cease to hold office as officers of the economic policy committee.
- 19.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

20. Effective Period

This Frame of Reference shall be in place for as long as bargaining is conducted at the Local level. Upon appointment of a Representative of the Bargaining Agent (RBA), it shall be superseded to the extent required by the procedures established by Provincial Executive Council for bargaining at the RBA level which stipulate the RBA is to assume control of all procedures in consultation with the officials of the bargaining unit.

[Ratified by membership 1994 11 22]

[Amended and Ratified by Provincial Executive Council 1994 12 03]

[Amended and ratified by PEC 2007 09 21]

[Amended and ratified by membership ____]



Professional Development Committee Frame of Reference

Revised January 2015

1. Name

The name of the committee shall be the Professional Development Committee of Evergreen Local No. 11, ATA.

2. Objectives

The Professional Development Committee shall assume general responsibility for the professional development, advocacy, and implementation of activities undertaken in relation to local teacher professional development. These activities will be undertaken in accordance with the professional development policies of the provincial Association, the Evergreen Local No. 11, and Grande Yellowhead Public School Division Policy 20.

3. Duties and Responsibilities

3.1 In general:

- a. The Professional Development Committee will endeavour to build linkages between various professional development opportunities for teachers –school-based, professional development providers, conventions, in-service, specialist councils, etc.
- b. The Professional Development Committee will generally 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 written annual report of its activities.

3.2 In particular:

The Professional Development Committee has the following duties:

- a. Encourage the organization of division wide and school-based professional development activities;
- b. To seek input and feedback from teachers and/or school staffs in regards to professional development needs and how these needs can best be met;
- c. To disseminate information about professional development activities;
- d. Communicate with professional development staff officers, and district representatives as required
- e. To attend, where possible, Professional Development Area Conferences and the PD Course at Summer Conference;
- f. To coordinate and develop local responses to professional development issues;
- g. To provide expertise to school staffs and other teacher groups in the area of professional development;
- h. To keep a record of the minutes of the meetings;
- i. To establish operational policy and procedures for any subcommittee that may be formed for the Professional Development Committee;

- j. 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.

4. Membership

4.1 The Professional Development Committee shall consist of the following voting members:

- a. the ATA Evergreen Local No. 11 Professional Development Chairperson, or designate, as elected at the annual general meeting
- b. one (1) teacher representative from each of the five (5) zones, selected according to the constitution of the ATA Evergreen Local No. 11;
- c. three (3) Grande Yellowhead Public School Division Administration members;
- d. each person in sections (a) and (b) shall have one (1) vote. Each person in sections (c) shall have two votes

4.2 The district representative and those staff officers and consultants who may attend professional development meetings from time to time shall be non-voting members of the Professional Development Committee.

4.3 The president of the local or designate acting in an ex-officio capacity shall also be a member of the Professional Development Committee.

4.4 The members of the Professional Development Committee are expected to:

- a. Attend all meetings of the Professional Development Committee and if unable to attend, to ensure that a substitute representative is present;
- b. Be prepared to serve on a subcommittee of the professional development committee;
- c. Provide full and effective communication for their constituency both to and from the Professional Development Committee;
- d. Assess the professional development needs of the teachers and the local;
- e. Coordinate PD programs in the school system;
- f. Provide support for school focused PD programs;
- g. Liaise with the convention association, specialist councils and other organizations involved in professional development;
- h. The PD Chair will appoint annually from its members a vice chair

****Selection of the chair subject to provisions within the local constitution.**

5. Terms of Office

5.1 The Professional Development Chair will be elected for a one-year term starting on July 1st and running through until June 30.

6. Committees

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

7. Rules of Procedure

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

8. Ratification of this Frame of Reference

This frame of reference shall be approved in accordance with the terms of the local constitution.

9. Amendments to this Frame of Reference

14.1 Amendments to this Frame of Reference shall be made in accordance with the following procedure:

14.1.1 Notice of motion of intent to amend shall be given at a preceding professional development committee meeting.

14.1.2 The amendments shall be approved by two-thirds vote of the Professional Development Committee members.

14.1.3 The amendment shall be approved by the majority of teachers of the local council at the Annual General Meeting.



Teacher Efficacy Committee Terms of Reference

A joint committee between Grande Yellowhead Public School Division and Evergreen Local No 11 will be established and maintained for at least the duration of the Framework Agreement to design, direct and conduct internal reviews to determine which jurisdictional-initiated tasks or policies can be eliminated or modified to reduce teacher workload and improve teacher efficacy.

The committee shall be comprised of representatives of Grande Yellowhead Public School Division, (named by said division) an equal number of representatives from Evergreen Local No 11, (named by said Local) a Trustee of GYPSD (named by the superintendent) and a representative from Alberta Education.

Grande Yellowhead Public School Division and Evergreen Local No 11 representatives shall jointly determine the size and composition of the committee such that it reflects the diversity of teaching circumstances across the division.

Vision:

The Teacher Efficacy Committee will be stewards of collaborative change within Grande Yellowhead Public School Division and use this unique opportunity to improve teachers' conditions of professional practice and, by doing so, improve the learning conditions of our students by increasing teacher efficacy.

Purpose:

Alberta teachers have expressed concern about their conditions of professional practice and the impact on their ability to enhance student learning. The formation of the Teacher Efficacy Committee will provide a process for significant discussions to take place involving jurisdiction-initiated tasks or policies. These tasks or policies can be eliminated or modified to reduce teacher workload and improve the individual and collective efficacy for teachers.

Structure of the Committee:

Steering Committee

3 Grande Yellowhead Public School Division Representatives

1 Board Trustee appointed by the superintendent

3 Evergreen Local No 11 Representatives

1 Alberta Education Representative

One member from GYPSD and one member from Evergreen Local No 11 to co-chair the committee

Sub Committees

Evergreen Local No 11 will maintain a sub committee (working group) of members to identify and report the views representing a diverse population of teachers from across the division.

Guiding /Operating Principles:

The ATA subcommittee that represents all teachers in Evergreen No 11 will bring ideas forward to the TEC.

The Teacher Efficacy Committee will work in a cooperative and collaborative environment with shared commitment and responsibility.

The committee will make consensual decisions based on the following actions of high performing teams:

- Honour commitment to learners and learning
- Cultivate relational trust
- Seek equity
- Assume collective responsibility
- Maintain a clear focus
- Embracing spirit of Inquiry
- Put data at the center

Action Plan:

Create multiple methodologies for contacting the Teacher Efficacy Committee

1. Create a central GYPSD email account, which can identify the author. (teacherefficacy@gypsd.ca)
2. Create an anonymous survey (teacherefficacy.gypsd.ca)

Data Collection and Methodology

1. Evergreen No 11 Data Collection – Ideas may come from, but are not exclusive to:
 - a. School Representatives
 - b. Education Services Centre
 - c. ATA Local President to ensure contact with each school
 - d. Anonymous online survey
 - e. Email teacherefficacy@gypsd.ca
 - f. Speaking with a subcommittee or committee member to voice their concerns
 - g. ATA Evergreen Local No 11 committees

2. Additional Data Collection – Ideas may come from, but are not exclusive to:
 - a. Alberta Education
 - b. Alberta School Boards Association
 - c. Alberta School Councils' Association
 - d. The Alberta Teacher's Association
 - e. College of Alberta School Superintendents
 - f. GYPSD Board of Trustees

Communication Plan:

We communicate progress clearly and transparently to all stakeholders. Both parties agree to joint media releases and publications.

The committee is considering the following elements.

1. Needs assessment
2. Identification of audience (internal and external)
3. Protocols (roles and responsibilities)
4. Freedom of information and protection of privacy policy
5. Outcomes/goals
6. Strategies/tools (launch, celebration, media releases)
7. Timelines (milestones)
8. Evaluation

Resources:

Grande Yellowhead Public School Division will be responsible for any expenses incurred by its' members for release time, travel.

Evergreen Local No 11 will be responsible for any expenses incurred by its' members for release time, travel.

Meeting expenses such as meal, refreshments or supplies will be shared 50/50 between the two parties.

Timeframes:

1. A Joint report will be completed yearly and submitted to the Local President, Superintendent, GYPSD Board Chair, and Alberta Education.
2. The Teacher Efficacy Committee will have a minimum of 2 meetings per year for the duration of the framework agreement.
3. At the conclusion of the framework agreement, the committee will review its mandate for future consideration.



Teacher Board Advisory Committee Frame of Reference

The Teacher Board Advisory Committee is an Evergreen Local No 11 committee established to maintain communication between the ATA Evergreen Local No 11 and Grande Yellowhead Public School Division. It will strive to improve the level of communication, trust, and morale within the school district.

1. The committee shall be called the Evergreen ATA Local Teacher Board Advisory Committee.
2. The Committee Chair will be elected at an AGM.
Three teacher representatives to the TBAC will be appointed at a Local Council Meeting.
3. Terms of office for members of this committee shall be for one year, commencing duties on July 1st of each year.
4. Status of this committee: As an advisory committee it may make recommendations to the Board on any matters that pertain to the educational enterprise, and particularly those that are directly associated with improving the educational enterprise.
5. General
 - A. The ATA Committee members will bring forward any teacher concerns that affect their function in their positions as teachers. These concerns shall not be concerns that are the jurisdiction of the collective agreement and the Economic Policy Committee of Evergreen Local No 11.
 - B. Matters that are presently under negotiation between the Board and the ATA Local may not be discussed. It is also understood that Board Policies are considered to be the exclusive legal domain of the board, unless these policies are to be included into the collective agreement subject to negotiation.
 - C. The ATA Local will provide a budget line to cover reasonable expenses incurred by this committee. Financial requirements for reimbursement shall be consistent with the policies/bylaws set by the Local.

Approved:



Frame of Reference for Substitute Teachers Committee

1. The name of this committee shall be the Substitute Teachers Committee of Evergreen Local #11.

2. The general purpose of this committee is to assume the responsibility for substitute teacher activities undertaken in this jurisdiction. These activities will be undertaken in accordance with the substitute teacher policies of the provincial Association and the Evergreen Local #11.

3. Listed below are the duties and responsibilities of this committee:

A. In general:

The substitute teachers committee will generally exercise leadership in all matters pertaining to all substitute teachers activities undertaken by the local.

B. In particular:

The substitute teachers committee has the following duties:

- be responsible for the active promotion and organization of school-based substitute teachers activities.
- seek input and feedback from teachers and/or school staffs in regard to substitute teachers needs and how these needs can best be met.
- disseminate information about substitute teachers activities.
report on the activities of the local council and share these activities in a twice yearly newsletter
- 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 substitute teachers committee.

4. Membership of the committee

A. The substitute teachers committee shall consist of all substitute teachers who sign-up to join the committee.

B. The members of the substitute committee are expected to:

- attend meetings of the substitute teachers committee.
- to provide full and effective communication to all substitute teachers both from and into the local in collaboration with School Reps.

5. The Chair is expected to:

- a. arrange and notify members of meetings.
- b. prepare and circulate an agenda for each meeting.
- c. chair substitute teachers committee meetings.
- d. represent the substitute teachers committee in its relationship with the general membership.
- e. provide leadership on planning, implementation and evaluation of substitute teachers programs
- f. attend local council meetings as required by the local constitution.

6. The term of office of the chairperson is one year commencing on July 1st of each year.

7. The substitute teachers committee shall establish subcommittees from time to time as directed by the local council.

8. The substitute teachers committee shall meet at least once a year with notice of intent to hold the meeting being given as soon as possible. It is the duty of the members to report and communicate their needs to the committee.

9. A majority of the voting representatives on the substitute teachers committee shall constitute a quorum.

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

11. Finances: The substitute teachers committee will be funded annually by the local.

12. This frame of reference shall be approved in accordance with the terms of the local constitution.