

EDMONTON CATHOLIC TEACHERS'  
LOCAL 54

ALBERTA TEACHERS' ASSOCIATION



EDMONTON CATHOLIC TEACHERS

Local 54 of the Alberta Teachers' Association

**LOCAL ADMINISTRATIVE GUIDELINES**

**APPROVED BY LOCAL EXECUTIVE MAY 3, 2010**

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# **ORGANIZATION**

## **1.0 TABLE OFFICERS**

### **1. Membership**

- 1.1. Local President
- 1.2. Two Vice-Presidents
- 1.3. Executive Director
- 1.4. Past-President

### **2. Duties of the Table Officers**

- 2.1. The Table Officers acts as the group that vets business coming to Executive, or to which Executive may refer business items for the purpose of preparing recommendations for Executive action or decisions.
- 2.2. In some instances, when time is of the essence or when it may not be possible or necessary to convene a full Executive meeting, the Table Officers can be delegated by Executive to decide or take action on particular issues.
- 2.3. The group of five selected Table Officers have responsibility for approving the recommendations of staff officers with regard to changes in the Office Staff Agreement or the reclassifications of office staff.

## **2.0 LOCAL EXECUTIVE**

### **1.0 Membership**

- 1.1. Local President
- 1.2. Two Vice-Presidents
- 1.3. Executive Director
- 1.4. Past-President
- 1.5. Area Coordinators
  - 1.5.1. Teacher Welfare
  - 1.5.2. Professional Development
  - 1.5.3. Communication and PR
  - 1.5.4. Governance
  - 1.5.5. Substitutes
  - 1.5.6. Social Justice
  - 1.5.7. GETCA

### **2.0 Duties of the Local Executive**

- 2.1 Shall attend all Executive, Council and General meetings (total 15 per year)
- 2.2 Shall attend the Annual Representative Assembly (May long weekend) and ARA preparation meetings
- 2.3 Shall attend other major Local functions and participate as required
- 2.4 Shall report on and facilitate the operations of committees in their liaison area

### **3.0 ATA LOCAL SCHOOL REPRESENTATIVE GUIDELINES**

#### **3.1 ATA FRAME OF REFERENCE**

These Guidelines apply to all ATA Local School Representatives

- 1.1. The duties, individually and collectively are:
  - 1.1.1. To ensure that the school's full complement is duly elected at the beginning of each school year, on the basis of one (1) ATA Local School Representative for ten (10) teachers or fraction thereof.
  - 1.1.2. as included in the Edmonton Catholic Local Constitution, Article 14.9 and 14.10.
  - 1.1.3. as included in the ATA School Rep Handbook.
  - 1.1.4. to attend every Local CSR meeting. If unable to attend, shall ensure that an alternate person, other than a regular ATA Local School Representative, will be in attendance. (The pro-rated school representation should be ensured).
  - 1.1.5. to report at school staff meetings on CSR activities, issues discussed, and decisions taken.
  - 1.1.6. to receive from the school staff representation and reaction on concerns, issues discussed at CSR or proposals to CSR.
  - 1.1.7. to ensure display of ATA information in conspicuous location(s).
  - 1.1.8. to ensure the retention of ATA information for future reference.
  - 1.1.9. to ensure the items such as surveys and ballots, be returned on time.
  - 1.1.10. to conduct Local elections in a proper and confidential manner.
  - 1.1.11. to draw the Local's attention to any concern in interpretation, application, administration, or alleged violation of the Collective Agreement.

## **STANDING COMMITTEES**

### **4.0 GOVERNANCE COMMITTEES**

#### 4.1 CONSTITUTION/LOCAL ADMINISTRATIVE GUIDELINES COMMITTEE

##### **1.0 Membership**

- 1.1 Executive Liaison Governance (as elected by CSR) (chair)
- 1.2 One Executive
- 1.3 One CSR Member
- 1.4 Table Officers

##### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.3 To ensure communication of committee members to the CSR.

##### **3.0 Duties of the Constitution/Local Administrative Guidelines Committee**

- 3.1 To record the minutes of meetings and to compile written reports for CSR as required.
- 3.2 To recommend revision of the Constitution of the Local and Local Administrative Guidelines as required.
- 3.3 To receive written recommendations for changes and to make recommendations thereon. Any written recommendation received by the committee shall be reported to CSR.
- 3.4 To interpret the Constitution and Local Administrative Guidelines. Interpretations made by this committee shall be made to any body of the Local upon request.
- 3.5 To ensure that reprints of all changes be distributed to schools as required.
- 3.6 Local Administrative Guidelines approved by Executive will be reported on at a CSR meeting as information.
- 3.7 All Changes to the Constitution must be voted on and approved by the Local at a General Assembly. Copies of the proposed changes will be made available to all members of local 2 weeks in advance of the vote.

## **4.0 Guidelines**

4.1 The Chair may, when it is deemed necessary, call upon the experience of other members of the Local to serve as resource persons.

### 4.2 FINANCE COMMITTEE

#### **1. Membership**

- 1.1. Chaired by 1 Vice President (As appointed by President)
- 1.2. Executive Liaison Governance (as elected by CSR)
- 1.3. Members of the Committee – 3 CSR's
- 1.4. Table Officers

#### **2. Duties of Chair**

- 2.1. To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2. To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to Executive and CSR at the last CSR meeting of the year.

#### **3. Duties of the Finance Committee**

- 3.1. To meet as required during the school year for the purpose of scrutinizing the monthly financial statements and conducting other Committee business.
- 3.2. To ensure that the Financial records of the Local are audited by an accredited auditor each fiscal year and presented to CSR before the end of December of that year.
- 3.3. To prepare a financial costing of program changes referred to it by Executive in the preparation of the budget.
- 3.4. To prepare an annual budget on the basis of budgetary requests and submit it as information to the Executive.
- 3.5. To review and make recommendations on procedure and policy of the Committee from time to time.
- 3.6. To review and make recommendations with respect to the financial position of the Local.

#### **4. Budget Year and Presentation Time**

- 4.1. The fiscal year and the budget year shall be from July 1 to June 30.
- 4.2. The budget shall be presented on behalf of the Executive by the Finance Committee Chair to the last CSR meeting of the year for approval.

## **5. Budget Requests**

- 5.1. The budget requests from Chairs shall be submitted in writing to the Executive.
- 5.2. The budget request shall state the program and anticipated expenditures.

## **6. Expenditure of Monies**

- 6.1. The Chair of each committee shall be empowered to spend money for budgeted items for the purposes stated in the approved budget.
- 6.2. The Executive Director shall be empowered to spend money for budgeted items for the purposes stated in the budget.
- 6.3. All expenditures will be substantiated by receipts.
- 6.4. Additional clerical assistance shall be hired only on the recommendation of the Executive, and approved by CSR through the budget.
- 6.5. Non-contractual allowances paid to attend conferences shall be as approved by CSR.
- 6.6. Financial information for individual functions shall be presented to CSR as information after each function. These will include:
  - 6.6.1. School Opening Mass
  - 6.6.2. Teacher Welcoming Ceremony
  - 6.6.3. School Representative Seminar
  - 6.6.4. New Teacher Orientation
  - 6.6.5. Retirement Seminar
  - 6.6.6. Social(s)
  - 6.6.7. Teachers' Retirement Reception
  - 6.6.8. President's Reception
  - 6.6.9. ATA Summer Conference
  - 6.6.10. Professional Development functions
- 6.7. Honoraria will be paid in two instalments, one-half before Christmas and the other half at the end of the term.
- 6.8. Members identified in Account 507 who are to be reimbursed for expenses, may submit expenses up to the budgeted amount. The expenses to be charged may include:
  1. Meeting expenses  
As per Provincial Executive guidelines
  2. Conferences  
As per Provincial Executive guidelines

The unpaid balance can be paid as honoraria, (a T-4 will be issued when the total amount is more than \$500.00) or can be carried forward to the following year to be paid as in 1. or 2. above.

## 4.3 ELECTION COMMITTEE

### 1. Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Executive Liaison Governance (as elected by CSR)
- 1.3 Members of the Committee; one Executive, one CSR Member and the Executive Director - (as communicated to CSR)
- 1.5 President (Ex Officio)

### 2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out from the Committee Chair to all participants at least seven days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To act as the Returning Officer of the Local.
- 2.5 To ensure communication of committee members to the CSR.
- 2.6 To ensure adequate members are available to check and count ballots.

### 3.0 Duties of the Elections Committee

- 3.1 To act as Deputy Returning Officers.
- 3.2 Supervise the elections of the Local according to the ATA Constitution and LAG. These elections are for the position of:
  - 3.2.1 President and 2 Vice-Presidents of the Local;
  - 3.2.2 Area Coordinators and Executive Members at Large.
  - 3.2.3 Committee Chairs
  - 3.2.4 Delegates as required
- 3.3 In the event of insufficient nominations following the closing of nominations for the office of President or 2 Vice-Presidents of the Local, the Elections committee shall:
  - 3.3.1 Declare the candidates then nominated as being elected by acclamation,
  - 3.3.2 Recommend an election schedule to the Executive, which will suggest that nominations will be reopened for a two-week period, and which may be similar in nature to the time-line previously set according to Clause 6. of these Guidelines, and shall:
  - 3.3.3 Endeavour to find suitable candidates for the position(s).
- 3.4 To conduct votes by secret ballots as required. If the Elections committee is unable to conduct the vote by secret ballot, the responsibility shall pass to the presiding Chair.

#### **4.0 Secret Ballot Procedure**

- 4.1 Arrangements for a secret ballot will be made upon the instruction of Executive.
- 4.2 An appropriate ballot form shall be used for the above stated purpose.
- 4.3 The Returning Officer and the Deputy Returning Officers shall be responsible for
  - 4.1.1 The counting of the secret ballots.
  - 4.1.2 The announcements of results of secret ballot.
  - 4.1.3 The publication of results of the election by secret ballot

#### **5.0 Election Forms**

- 5.1 Nomination forms EL-1 and EL-2 will be used in nominating for the positions of President and 2 Vice-Presidents, respectively.
- 5.2 Ballot forms EL-5 and EL-6 will be used for the election of candidates for the positions of President and the two Vice-Presidents, respectively.
- 5.3 Returning Officer's Form EL-9 will be used for reporting and recording election results for the positions of President and the two Vice-Presidents.

#### **6.0 Election Timeline**

- 6.1 The date of the Election for the office of President and the two Vice-Presidents will be set by the Executive at the January meeting and publicized through the Local Intercom.
- 6.2 The date of the Election selected by Executive will:
  - 6.2.1 be a Wednesday,
  - 6.2.2 Ensure that a CSR Meeting is held before sending the ballots to the schools and made available to substitute teachers.
- 6.3 Nominations will close at 4:00 pm fourteen days following the call for nomination.
  - 6.3.1 Ballots will be sent to schools one week prior to the stated Election date.
  - 6.3.2 Ballots will be made available to each substitute teacher.
- 6.4 Ballots must be returned to the office of the Executive Director so as to be received not later than 5:00 pm on the day of election.
- 6.5 Counting of the ballots will begin at 5:00 pm on the day of election.

#### **7.0 Election Procedures**

##### **7.1 Nominating Procedure**

- 7.1.1 Nomination forms shall be endorsed by five members of the Local and in accordance with instructions on the nomination form.
- 7.1.2 The nominee must sign acceptance of the nomination on the nomination form.

7.1.3 The completed nomination form must be forwarded to the Executive Director of the Local within the deadline set according to Clause 6.2.2 of these Guidelines.

## 7.2 Voting Procedure:

7.2.1 The number of ballots sent to the schools shall be determined by the latest staff lists available to the Local Office.

7.2.2 The key contact of the ATA Local School Representatives shall be responsible for compiling a list of ATA members in his/her school, and for having each teacher sign opposite his/her name, indicating receipt of the ballot.

7.2.3 The key contact of the ATA Local School Representatives shall ensure that the ballots and the signed staff list are at the office of the Executive Director of the Local on or before 5:00 pm of the day of the Election.

## 7.3 Returning Officer's Procedure:

7.3.1 The procedures for counting and qualifying ballots shall be:

7.3.1.1 only ballots received prior to the time established in 6.5 will be counted;

7.3.1.2 only ballots included with the signed staff list will be counted;

7.3.1.3 the returning officer shall accept as valid any ballot on which the voter's intention is clear and evident.

7.3.1.4 if the number of ballots exceeds the number of signatures on the accompanying staff list, the ballots for that school will not be counted.

7.3.1.5 These procedures shall be included with the ballots sent to school and shall be available at the Local office.

7.3.2 The counting of ballots shall be conducted in the presence of only

7.3.2.1 the Returning Officer and Deputy Returning Officers,

7.3.2.2 the designate scrutineers,

7.3.2.3 the Table Officers who are not candidates in the election.

7.3.3 The official results shall be recorded on form EL-9 and filed at the Local Office.

7.3.4 The Returning Officer shall inform all candidates of the results of the election.

## 7.3.5 By-Elections

7.3.5.1 By-elections shall be called if necessary at the discretion of the Executive of the Local, and be conducted in accordance with the policy here-in-before stated.

## **5.0 ANNUAL REPRESENTATIVE ASSEMBLY (ARA) COMMITTEE**

### **1.0 Membership of Committee**

- 1.1 Chair (President of the Local) or designate
- 1.2 Vice-Chair (as assigned by the Chair)
- 1.3 Members of the Executive
- 1.4 Chairs of Standing Committees
- 1.6 Other members elected by and from CSR as required

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.3 To ensure communication of committee members (including alternates) to the CSR.

### **3.0 Duties of the Annual Representative Assembly Committee**

- 3.1 To prepare proposed amendments to Association Bylaws, usually referred to as Electoral Ballots, for presentation and approval to CSR at the April CSR meeting or not later than the May CSR meeting.
- 3.2 To prepare resolutions for presentation and approval at the November CSR meeting or not later than the December CSR meeting.
- 3.3 To present for approval Electoral Ballots as formulated by Provincial Executive Council to CSR at the December or January CSR meeting.
- 3.4 To examine the ATA Budget as required.
- 3.5 To examine ARA resolutions and present a report to a CSR meeting.
- 3.6 To attend pre-ARA meetings at which the Local's strategy and plans for ARA will be formulated.
- 3.7 To carefully examine any resolutions that may have a bearing on Catholic Education in the Province of Alberta.

## **6.0 PROFESSIONAL DEVELOPMENT COMMITTEES**

### **6.1 CONTINUING TEACHER DEVELOPMENT**

#### **1. Membership**

- 1.1. Chair (as elected by CSR)
- 1.2. Executive Liaison Professional Development (as elected by CSR)
- 1.3. Members of the Committee (as communicated to CSR)
- 1.4. President (Ex Officio)

#### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.3 To ensure communication of committee members to the CSR.

#### **3.0 Duties and Responsibilities of the Professional Development Committee**

- 3.1 To organize, conduct and administer an annual professional development program that is responsive to the needs and interests of the membership.
- 3.2 To organize professional development activities as requested by CSR or Executive.

#### **4.0 Guidelines**

- 4.1 Grants-in-Aid will be provided to individual teachers to help defray the cost of attendance at ATA Specialist Council Conferences, conferences, seminars or ATA courses.
- 4.2 Applications for PD grants by individuals must be on the prescribed form and received by the Executive Director before the conference or seminar. (Form #)
- 4.3 Applications must include name of school where applicant teaches, and school and residence telephone number.
- 4.4 Applicants must include conference name, location, date and registration fee.
- 4.5 Forms for the Grants-in-Aid for professional development conferences will be put into a draw. Only one form per member will be accepted.
- 4.6 Applicants for Grants-in-Aid must be submitted by the date specified in the form to be eligible for the draw.
- 4.7 Teachers will be eligible for one grant every second school year. (Unless there are insufficient number of applicants that given year)
- 4.8 Information on the disposition of the request will be forwarded to the applicant by mail (either by IMC or regular mail).

- 4.9 Following attendance at the conference or seminar, the teacher will complete and return the Professional Development Reimbursement Form to the Local Office by the date indicated, along with the registration receipt. The reimbursement cheque will then be forwarded to the applicant within six to eight weeks. Deadline for reimbursement is the first Friday of June each year.
- 4.10 Financial support by the Local does not mean approval by the Superintendent's office for release time. Applicants must make their own arrangements with the Superintendent's office and with their principal in this regard.
- 4.11 Grants-in-aid shall be available for ATA Specialist Council Annual Conferences and other conferences, seminars, or ATA Courses.

## 6.2 NEW TEACHER MENTORSHIP COMMITTEE

### **1.0 Membership**

- 1.5. Chair (as elected by CSR)
- 1.6. Executive Liaison Professional Development (as elected by CSR)
- 1.7. Members of the Committee (as communicated to CSR)
- 1.8. President (Ex Officio)

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure communication of committee members to CSR

### **3.0 Duties of the New Teacher Mentorship Committee**

## 6.2 ADMINISTRATORS COMMITTEE

### **1. Membership**

- 1.1 Chair (as elected by CSR)
- 1.2 Executive Liaison Professional Development (as elected by CSR)
- 1.3 Members of the Committee (as communicated to CSR)
- 1.1 President (Ex Officio)

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure communication of committee members to CSR.

### **1.0 Duties of the Administrators Committee**

- 1.1 Ensure that admin rep(s) are selected from the college of principals to have representation at council and report back to the college following all meetings.
- 1.2 Ensure that admin rep(s) are selected from the association of assistant principals to have representation at council and report back following all meeting.
- 1.3 Ensure that admin is represented at the local in any committee pertinent to them ie ARA, EPC
- 1.4 Make every effort to have ATA concerns and reports as part of regularly scheduled meetings.

## **7.0 MEMBER SERVICES COMMITTEES**

### 7.1 SOCIAL COMMITTEE

#### **1. Membership**

- 1.1 Chair (as elected by CSR)
- 1.2 Executive Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as communicated to CSR)
- 1.4 President (Ex Officio)

#### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure names of committee members are announced to CSR.

#### **3.0 Duties of Social Committee**

- 3.1 To assist in planning appropriate social functions as requested by Executive and CSR.

## 7.2 INDUCTION CEREMONY COMMITTEE

### **1.0 Membership**

- 1.1 Chair (as elected by CSR)
- 1.2 Executive Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as communicated to CSR)
- 1.5 President (Ex Officio)

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure names of committee members are announced to CSR.

### **3.0 Duties of the New Teacher Welcoming Ceremony Committee**

- 3.1 To set a date, time and place for the function.
- 3.2 To invite guests of the Local which include the following:
  - Chair of the Board and spouse
  - President of the Local and spouse
  - Superintendent of the District and spouse
  - Members of the Board of Trustees
  - Local Executive
  - Bishop of Ukrainian Eparchy
  - Archbishop of Edmonton
  - Concelebrants
  - Others as appropriate
- 3.3 To ensure that the function is well-publicized. (Prior to and following the function.)
- 3.4 Participants in the program may include:
  - Chair - President of the Local
  - Teaching A Profession – Reading by a District Representative or other as required
  - Code of Professional Conduct – Reading by the 2 Local Vice Presidents
  - The Pledge – Led by President of Local
  - Invocation –Executive Member
  - Guest Speaker – As selected by the Committee
- 3.5 To plan a social function to follow the formal ceremony.

## 7.3 TEACHERS' RETIREMENT RECEPTION COMMITTEE

### **1.0 Membership**

- 1.1 Chair (as elected by CSR)
- 1.2 Executive Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as approved by CSR)
- 1.4 Representative of the Board of Trustees of the School District
- 1.5 President (Ex Officio)
- 1.6 Open to all members of the local

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure communication of committee members to CSR.

### **3.0 Duties of the TRRC Committee**

- 3.1 To set a date, time and place for the Retirement Mass and reception.
- 3.2 To invite guests of the Local which may include the following:
  - Chair of the Board and spouse
  - President of the Local and spouse
  - Superintendent of the District and spouse
  - Members of the Board of Trustees
  - Local Executive
  - Bishop of Ukrainian Eparchy
  - Archbishop of Edmonton
  - Concelebrants
  - Others as appropriate
- 3.3 To ensure that the function is publicized.
- 3.4 Participants in the program at the reception may include:
  - Master of Ceremonies – Past President of the Local
  - Grace – Chair of the TRRC
  - Toast to the Guests of Honour - Vice President of the Local
  - On behalf of the Board of Trustees – Chair of the Board of Trustees or Designate
  - On behalf of the Administration of the District – the Superintendent of the District.

- On behalf of the Executive and Teachers – President of the Local
  - On behalf of the Retirees – A Retiree as selected by TRRC
- 3.5 The Teachers' Retirement Reception will be financed by the Local, the Board and the sale of Reception tickets.
- 3.6 Ensure that the Long Service Board at the archives is updated following the reception.

## 7.4 SCHOOL OPENING CELEBRATION COMMITTEE

### **1.0 Membership**

- 1.1 Chair (as elected by CSR)
- 1.2 Executive Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as communicated to CSR)
- 1.4 Representative from District
- 1.5 President (Ex Officio)

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings via the Intercom.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting. The report shall also include recommendations for the incoming committee/ chair
- 2.4 To ensure communication of committee members to CSR.
- 2.5 To prepare the agenda for the meetings.
- 2.6 To book the venue for the School Opening Mass rehearsal and mass in accordance to the budget available for the venue (determined and agreed to by the Executive Director and President of the Local), and in accordance to the dates given for the beginning of the School year (first day or second day as determined by the trustees and Superintendent.)
- 2.7 To coordinate all the contracts and ensure they are in accordance to the agreement. (Contracts are signed by Edmonton Catholic Schools. Deposit paid by Edmonton Catholic Schools, but the invoice is paid by the ATA local.)
- 2.8 Arrange for a Certificate of Insurance from the School Board (depending on the venue.
- 2.9 To coordinate the invoices and ensure they include what was agreed to and forward them to the Executive Director of the local.
- 2.10 Maintain copies of contracts and invoices to be included in the School Opening Mass binder.
- 2.11 Ensure the local receives a copy of the contract.
- 2.12 To book the parking for the event venue (Agreed to by the Executive Director and President of the Local).
- 2.13 To invite the Local President, Trustee Chair, and Superintendent to give a welcome speech prior to the mass.
- 2.14 Send out a reminder to all staff of Edmonton Catholic Schools of the date, time and location of the mass.
- 2.15 To ensure that the Mass kit is booked and sent to the venue the day of the Mass

2.16 To arrange for the printing of the booklet and its delivery of the booklet to the venue via the mass kit.

### **3.0 Duties of the School Opening Celebration Committee**

3.1 To set a date, time and place for the School Opening Mass.

3.2 To prepare the music and liturgies for the School Opening Mass.

3.3 To ensure that the functions are well-publicized.

3.4 To invite guests of the Local which include the following:

- Archbishop of Edmonton
- Bishop of Ukrainian Eparchy
- Edmonton and area parish priests
- priests from Newman and St. Joseph's Seminary
- District Trustees
- Others as determined by committee

1.5 Determine worthy charity(ies) for mass offertory collection.

1.6 Ensure funding from district to cover 50% of cost

1.7 To ensure parking is available for the invited guests

1.8 To provide a parking attendee to assist with parking

1.9 To create parking labels to facilitate parking

1.10 To ensure there is a Senior Server/Acolytes for the Mass

1.11 To ensure that all employee groups are represented (Reader [1], Intercessions [1], Incense Bearer [1], Cross Bearer [1], Candle Bearer [2], Gift Bearers [4])

1.12 To type the booklet

1.13 To select an image for the booklet in accordance to the theme.

1.14 To select a theme for the year.

1.15 To send out a request for volunteers followed by a reminder of rehearsal (a few days prior to the mass) to all volunteers

## **8.0 SUBSTITUTE TEACHER COMMITTEE**

### 8.1 SUB COMMITTEE

#### **1.0 Membership**

- 1.1 Area Liaison Substitutes (as elected by CSR)
- 1.2 Members of the Committee (as communicated to CSR)
- 1.3 President (Ex Officio)

#### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.3 To ensure communication of committee members to CSR.
- 2.4 To prepare informational and professional development meetings for substitute teachers during the school year.
- 2.5 To act as a support person to substitutes who are unsure of their rights under the collective agreement or rights to access ATA services.
- 2.6 To call a meeting to elect substitute teacher committee chair, 2 council reps, 2 council reps alternates, EPC rep for the following year.

#### **3.0 Duties of the Substitute Teacher Committee**

- 3.1 act as a support group for substitute teachers
- 3.2 work to raise awareness of colleagues, students and parents as to the professional status of substitute teachers
- 3.3 submit clauses regarding substitute teachers concerns to the Economic Policy Committee of the Local
- 3.4 organize social activities for substitute teachers
- 3.5 work to inform substitute teachers of in-service professional development days.

## **9.0 TEACHER WELFARE COMMITTEE**

### **9.1 ECONOMIC POLICY COMMITTEE**

#### **1. Preamble**

This committee shall be called the Edmonton Catholic Teachers' Economic Policy Committee, hereafter 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 Edmonton Catholic Separate School District No. 7.

#### **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 changes 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, the 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**

- 3.1 The EPC shall consist of:  
The Chair of EPC as elected by Council to Executive and nine members of the bargaining unit as elected by the Local Council according to this Frame of Reference. They shall be the voting members of the EPC.
- 3.2 The committee may elect ,by a majority of its voting members, to allow duplication of representation by teaching area in a non-voting capacity.

- 3.3 The Local Executive Director, 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.
- 3.4 The president of the Local or appointee acting in an ex-officio capacity.

#### **4. Election of EPC**

- 4.1 Members of the EPC shall be elected on the basis of a system having due regard for the principle of representation by teaching areas:

Representation shall include the Chair of EPC and

one School based Administrator  
one School based Assistant administrator  
one Primary Teacher  
one Upper Elementary Teacher  
one Junior High Teacher  
one High School Teacher  
one of, Consultant/ Facilitator  
one of, Counsellor /Special Education Teacher /Department Head  
one Substitute

- 4.2 Committee members whose teaching assignments change may continue to represent a teaching area for the term of office.

#### **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 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.

## **7. Committees**

- 7.1 Negotiating Subcommittee (NSC) - NSC to be three members elected, plus executive director, plus EPC chair. These members shall engage in collective bargaining with authorized representatives of the Board.
- 7.2 Grievance Committee
  - 7.2.1 The Grievance Committee shall consist of three (3): EPC Chair and one other member of NSC and the Local Executive Director.
  - 7.2.2 The EPC Chair shall chair the Grievance Committee.
  - 7.2.3 The duties of the Grievance Committee shall be to
    - 7.2.3.1 represent teachers on the Grievance Committee established by the collective agreement –one of these members shall be from the NSC
    - 7.2.3.2 review applicable precedent cases,
    - 7.2.3.3 consult with Teacher Welfare staff officers regarding disposition of each grievance.
- 7.3 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 the concluding of 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 of the EPC 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 the EPC executive,
  - 10.1.2 a majority of voting members of the EPC,
  - 10.1.3 the chair of the NSC
  - 10.1.4 the president of the Local or
  - 10.1.5 the Representative of the Bargaining Unit (RBA).

- 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 Representative of the Bargaining Unit (RBA) or
  - 10.2.5 one hundred (100) members of the Bargaining Unit .
- 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.

## **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 the Board and provide members of the bargaining unit with a copy.

## **15. Negotiating an Agreement**

- 15.1 The NSC shall work toward a settlement utilizing the following processes:
- 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 favour 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. Prayer
    - 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—eg, a request for a Representative of the Bargaining Agent*)
  6. Motion on the Issue (*eg, motion to accept the Memorandum of Agreement – print motion on agenda*)
  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 items 3 to 9 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 the Frame of Reference**

Subject to ratification by the Provincial Executive Council of the Alberta Teachers' Association, this Frame of Reference may be amended in accordance with the following procedures:

- 17.1 Amendments may be initiated by the EPC. Such amendments require:
  - 17.1.1 That notice of motion of intent to amend be given at a preceding EPC meeting,
  - 17.1.2 Approval by a majority of the EPC members,
  - 17.1.3 Consultation with the Local executive,
  - 17.1.4 Approval by a majority of the members of the Local Council.
- 17.2 Amendments may be initiated by the Local Council. Such amendments require:
  - 17.2.1 That notice of motion of intent to amend be given at a preceding meeting of Local Council,
  - 17.2.2 Consultation with the EPC prior to a vote being taken,
  - 17.2.3 Approval by a majority of the members of the Local Council.

## **18. 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 guidelines 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 official of the bargaining unit.

## **10.0 COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEES**

### 10.1 COMMUNICATIONS COMMITTEE

#### **1.0 Membership**

- 1.1. Chair (as elected by CSR) LCO
- 1.2. Executive Liaison Communications and Public Relations (as elected by CSR)
- 1.3. Members of the Committee (as communicated to CSR)
- 1.4. President (Ex Officio)

#### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure communication of committee members to CSR.

#### **3.0 Duties of the Communications Committee**

- 3.1 To prepare, gather and disseminate information through the Newsletter as deemed appropriate by Executive.
- 3.2 Shall consider other means of communication with our Local members and the public.
- 3.3 Consider efforts to communicate with the broader Catholic community.
- 3.4 Plan public relations activities for the local
- 3.5 Liaise with ATA Public Relations Activities

## 10.2 POLITICAL ENGAGEMENT COMMITTEE

### **1.0 Membership**

- 1.1. Chair (as elected by CSR) LPEO
- 1.2. Executive Liaison Communications and Public Relations (as elected by CSR)
- 1.3. Members of the Committee (as communicated to CSR)
- 1.4. President (Ex Officio)

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure communication of committee members to CSR.

### **3.0 Duties of the Political Engagement Committee**

- 3.1 To communicate to the CSR matters of interest to them which arise at meetings of the Edmonton Catholic School Board.
- 3.2 To organize forums when deemed appropriate.
- 3.3 To gather and disseminate non-partisan information about candidates for election to school board or provincial government.

## 10.3 SCHOLARSHIPS COMMITTEE

### **1. Membership**

- 1.1 Chair (as elected by CSR)
- 1.2 Executive Liaison Communications and Public Relations (as elected by CSR)
- 1.3 Members of the Committee (as communicated to CSR)
- 1.4 President (Ex Officio)

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure communication of committee members to CSR.

### **2.0 Duties of the Scholarships Committee**

- 2.1 To select recipients of high school scholarships sponsored by the Edmonton Catholic Teachers Local.
- 2.2 To arrange for the presentation of the bursaries and scholarships at an appropriate time.

## **11.0 SOCIAL JUSTICE COMMITTEES**

### 11.1 SOCIAL JUSTICE COMMITTEE

#### **1.0 Membership**

- 1.1. Chair (as elected by CSR)
- 1.2. Executive Liaison Social Justice (as elected by CSR)
- 1.3. Members of the Committee (as communicated to CSR)
- 1.4. President (Ex Officio)

#### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair at least to all participants 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure communication of committee members to CSR

#### **3.0 Duties of the Social Justice Committee**

- 3.1 To sit as a delegate on Greater Edmonton Alliance
- 3.2 To represent Edmonton Catholic Local at various social justice workshops provided by the Archdiocese of Edmonton
- 3.3 To liaise between the Archdiocese of Edmonton and ECT local and executive.
- 3.4 To assist in planning various social justice activities for the local and its members.

## 11.2 DIVERSITY, EQUALITY AND HUMAN RIGHTS COMMITTEE

### **1.0 Membership**

- 1.1. Chair (as elected by CSR)
- 1.2. Executive Liaison Social Justice (as elected by CSR)
- 1.3. Members of the Committee (as communicated to CSR)
- 1.4. President (Ex Officio)

### **2.0 Duties of Chair**

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be sent out by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit a verbal or written report to the Executive Liaison after each committee meeting.
- 2.3 To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming committee/ chair.
- 2.4 To ensure communication of committee members to CSR

### **3.0 Duties of the Diversity, Equality and Human Rights Committee**

- 3.1 Inform council of areas where Human Rights and Diversity legislation. (ie Centre for Race and Culture, John Humphrey Society for Peace, Canadian Museum for Human Rights. )
- 3.2 Make recommendations to council for ARA regarding Diversity, Equity and Human Rights.
- 3.3 Inform council of events regarding Diversity, Equity and Human Rights in the community.

## **12.0 LIAISONS**

### **12.1 LOCAL REPRESENTATIVES – EDMONTON AREA FIELD EXPERIENCES (EAFEC) AND CAMPUS SAINT-JEAN AREA FIELD EXPERIENCES (CSJAFEC)**

#### **1.0 Membership**

- 1.1 One member from the Edmonton Public Teachers Local No 37
- 1.2 One member from the Edmonton Catholic Teachers' Local No 54
- 1.3 One member from the Unité locale francophone No 24
- 1.4 One member from each other local in the Campus Saint-Jean catchment area where there are at least seven student placements by the campus in either of the two preceding university years
- 1.5 One member from the Campus Saint-Jean Student Local No 7
- 1.6 One nonvoting field experiences associate from the Campus Saint-Jean
- 1.7 Additional members as appointed by Provincial Executive Council
- 1.8 Each committee shall elect its chair annually.

#### **2.0 Duties of the EAFEC Committee**

- 2.1 To monitor and evaluate the school-based and field experience components of the teacher education program and related teacher concerns
- 2.2 Through local representatives, to provide information to teachers and locals regarding the activities of the Area Field Experiences Committee
- 2.3 To establish a subcommittee consisting of the secretary and two elected members for the purpose of negotiating the terms of the field experiences agreement with representatives of the faculty of education
- 2.4 To nominate representatives for Association appointment to serve on the relevant faculty of education (field experiences) policy advisory committee

#### **3.0 Edmonton Area Field Experiences Committee (EAFEC)**

- 3.1 To nominate five representatives from the EAFEC for Association appointment to the University of Alberta Field Experiences Policy Advisory Committee. These representatives shall be:
  - 3.1.1 the chair of EAFEC,
  - 3.1.2 one member of executive staff (secretary of EAFEC)
  - 3.1.3 one Edmonton Public Teachers Local representative,
  - 3.1.4 one Edmonton Catholic Teachers' Local representative,
  - 3.1.5 one non-Edmonton city representative and
  - 3.1.6 one in-school administrator.

#### **4.0 Campus Saint-Jean Area Field Experiences Committee (CSJAFEC)**

- 4.1 To nominate four representatives from the CSJAFEC for Association appointment to the Campus Saint-Jean Field Experiences Policy Advisory Committee. These representatives shall be:

- 4.1.1 one member of executive staff (secretary of CSJAFEC),
- 4.1.2 one teacher working in an immersion program,
- 4.1.3 one teacher working in a French-as-a-first-language program,
- 4.1.4 one in-school administrator or teacher of a school with either a French-as-a-first-language program or an immersion program,  
and
- 4.1.5 the chair of CSJAFEC.
- 4.2 Through representation on the faculty of education (field experiences) policy advisory committee, to present issues and concerns respecting policy matters related to the school-based and field experience components of the teacher education program
- 4.3 Through representatives on the Teacher Education and Certification Committee, to report on the activities of the Area Field Experiences Committee
- 4.4 To receive reports from their representative on the Teacher Education and Certification Committee
- 4.5 To perform duties assigned by the Teacher Education and Certification Committee

## 12.2 GREATER EDMONTON TEACHERS CONVENTION ASSOCIATION LIAISON

### **1.0 Membership**

- 1.1. Liaison GETCA (as elected by CSR)
- 1.2. Executive Liaison Member Services (as elected by CSR)
- 1.3. Members of the Committee (as communicated to CSR)
- 1.4. President (Ex Officio)

### **2.0 Duties of Liaison**

- 2.1 To attend all General and Executive GETCA Meetings
- 2.2 To prepare a year end report that includes recommendations for the incoming liaison.
- 2.3 To abide by GETCA Administrative policies

## **13.0 AD HOC COMMITTEES**

### **Preamble**

Ad Hoc committees, are used when an objective needs consideration and no standing committee within the Local Administration Guidelines can absorb that issue into its scope. Usually these committees are used on a temporary basis. The Ad Hoc Committee may have, in some cases, a long-term or indefinite duration of existence. In these cases, the Executive will need to approve the creation of a new standing committee.

## **14.0 DEFINITIONS**

**ARA** - Annual Representative Assembly of The Alberta Teachers' Association.

**ATA** – Alberta Teachers Association

**CSJAFEC** – Campus Saint-Jean Area Field Experiences Committee

**CSR or Council** - Council of School Representatives, the governing body of the local  
between general assemblies.

**DEHR** – Diversity, Equity and Human Rights

**EAFEC** – Edmonton Area Field Experiences Committee

**ECT** – Edmonton Catholic Teachers

**EPC** - Economic Policy Committee

**ERA** - Emergent Representative Assembly of the Alberta Teachers' Association.

**GETCA** - Greater Edmonton Teachers' Convention Association

**LAG** – Local Administration Guidelines

**NSC** – Negotiating Subcommittee

**PEC** – Provincial Executive Council

**RBA** – Representative of the Bargaining Agent

**SR** -School Representative - Teacher elected or appointed by a school staff or other  
recognized group to represent them on Council.