

EDMONTON CATHOLIC TEACHERS'
LOCAL No. 54

ALBERTA TEACHERS' ASSOCIATION



EDMONTON CATHOLIC TEACHERS

Local 54 of the Alberta Teachers' Association

LOCAL ADMINISTRATIVE GUIDELINES

APPROVED BY LOCAL EXECUTIVE:

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ORGANIZATION

1.0 TABLE OFFICERS

1.0 Membership

- 1.1 Local President
- 1.2 Two Vice-Presidents
- 1.3 Executive Officer (non-voting member)
- 1.4 Associate Executive Officer (non-voting member)
- 1.5 Past-President (non-voting member)

2.0 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 six 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.
- 2.4 Quorum shall be 3 for Table Officers meetings.
- 2.5 Table officers shall meet annually to review the local audit, prior to presenting it to Executive.
- 2.6 To meet monthly to review the Strategic plan and new business of the local.

2.0 LOCAL EXECUTIVE

1.0 Membership

- 1.1 Local President
- 1.2 Two Vice-Presidents
- 1.3 Executive Officer (non-voting member)
- 1.4 Associate Executive Officer (non-voting member)
- 1.5 Past-President
- 1.6 Area Liaisons
 - 1.6.1 Teacher Welfare
 - 1.6.2 Professional Development
 - 1.6.3 Governance
 - 1.6.4 Diversity, Equity, Human Rights (DEHR)
 - 1.6.5 Member Services
- 1.7 Local Officers
 - 1.7.1 Local Communications Officer
 - 1.7.2 Local Political Engagement Officer

2.0 Duties of the Local Executive

- 2.1 Shall attend all Executive, Council, and General Meetings.
 - 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 periodically attend meetings of the committees in their area. Attendance at these meetings should be coordinated with the Committee Chair.
 - 2.5 Shall report on and facilitate the operations of committees and local activities in their liaison area.
 - 2.6 Shall ensure that all chairs of all committees in their liaison area receive the LAG Guidelines pertinent to the committee which they chair.
 - 2.7 Shall share the Strategic Planning goals of the Local in order to direct Committee work to support these goals.
 - 2.8 If the committee does not have a designated liaison, it is the responsibility of the Executive Officer to ensure that the chair of the committee has the pertinent guidelines.
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- 3.0 Remote Meeting Procedures
 - 3.1 Executive members may use approved video conferencing technology to attend meetings remotely.
 - 3.2 Executive members wishing to attend meetings remotely must communicate this intent to the Local President 72 hours in advance of the meeting. The technology used will be at the discretion and direction of the Local President as Chair of the meeting.

3.0 ATA LOCAL SCHOOL REPRESENTATIVE GUIDELINES

1.0 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 To ensure that the Substitutes Standing Committee shall elect 3 members to represent the committee at the Council of School Representatives.
- 1.1.3 as included in the Edmonton Catholic Local Constitution, Article 8.1.
- 1.1.4 as included in the ATA School Rep Handbook.
- 1.1.5 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).
- 1.1.6 CSR's wishing to attend meetings remotely must communicate this intent to the Local President 72 hours in advance of the meeting. The technology used will be at the discretion and direction of the Local President as Chair of the meeting.
- 1.1.7 to report at school staff meetings on CSR activities, issues discussed, and decisions taken.
- 1.1.8 to receive from the school staff representation and reaction on concerns, issues discussed at CSR or proposals to CSR.
- 1.1.9 to ensure display of ATA information in conspicuous location(s).
- 1.1.10 to ensure the retention of ATA information for future reference.
- 1.1.11 to ensure the items such as surveys and ballots, be returned on time.
- 1.1.12 to conduct Local elections in a proper and confidential manner.
- 1.1.13 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 Area Liaison Governance (as elected by CSR) (Chair)
- 1.2 One Executive Member (as invited by Chair)
- 1.3 One CSR Member (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer(Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer(Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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.
- 2.4 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.5 To ensure a committee budget request is prepared if requested, and submit it to the local president, finance chair(s), area liaison, the executive officer, and associate executive officer for the following year. (As per 5.0 & 5.1 of Section 4.2)

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 the Executive.
- 3.4 To interpret the Constitution and Local Administrative Guidelines. Interpretations made by this committee shall be made to any member of the Local upon request.
- 3.5 To ensure that all changes be communicated 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

1.0 Membership

- 1.1 Chaired by one Vice President (As appointed by President, the Local President may choose to ask Vice Presidents to co-chair this committee.)
- 1.2 Area Liaison Governance (as elected by CSR)
- 1.3 Members of the Committee (as elected by Council)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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.
- 2.3 To ensure communication of committee members to the CSR.
- 2.4 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.5 To ensure a committee budget request is prepared for the area liaison and executive director for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.6 To ensure that all changes and recommendations for the budget be discussed as a committee as a whole within meetings of the committee.

3.0 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 and recommend changes and recommendations for the budget.

4.0 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

5.0 Budget Requests

5.1 Budget requests from Chairs may be solicited by the Executive Officer and Finance Chair with a copy to area liaisons.

5.2 The budget request shall state the program and anticipated expenditures.

6.0 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 Officer 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 with acceptance of annual budget.

6.6 Executive expenses will be paid in two instalments, one-half before Christmas and the other half at the end of the term.

4.3 SUMMER CONFERENCE DELEGATE SELECTION COMMITTEE

1.0 Membership

- 1.1 Area Liaison Governance (Chair)
- 1.2 Members of the Committee (as invited by Chair from Executive Members)
- 1.3 President (Ex Officio)
- 1.4 Executive Officer(Ex Officio) (non-voting member)
- 1.5 Associate Executive Officer(Ex Officio) (non-voting member)

2.0 Duties of the Chair

- 2.1 To arrange the time, date, and place of all meetings. Notice of meetings will be communicated by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To make known the existence and nature of summer conference to committees and council. Announce at council a way for interested representatives to put their name forward, and a time line for selection of delegates.
- 2.3 Present the list of delegates selected to attend the annual ATA Summer Conference to the Executive Committee for final approval.
- 2.4 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)

3.0 Duties of the Committee

- 3.1 To determine potential candidates.
- 3.2 Vote on a final list of candidates from interested members of the local, delegates to attend Summer Conference, subject to approval by executive.
- 3.3 To actively encourage potential candidates to put forward their names for consideration.

4.0 Guidelines for Delegate Selection

- 4.1 The guidelines will be determined by the committee with attention to:
 - 4.1.1 building future capacity in the local
 - 4.1.2 maintaining and improving skills and training of current members of the local in executive or committee leadership positions
 - 4.1.3 taking advantage of current offerings at summer conference (i.e.: programs only offered in alternate years, and updated programs)

- 4.1.4 delegate's interest In further work with the local, with an expectation of committee service or other leadership roles if selected.
- 4.1.5 delegate's past courses at summer conference.

5.0 Duties of Delegates

- 5.1 To report to council at the September CSR meeting on key points of the program they attended.

4.4 ANNUAL REPRESENTATIVE ASSEMBLY (ARA) COMMITTEE

1.0 Members 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 are invited
- 1.5 Other members selected by the Chair of the Committee first from the CSR, then from the local as required

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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.
- 2.4 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.5 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year. (As per 5.0 & 5.1 of Section 4.2)

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.

5.0 PROFESSIONAL DEVELOPMENT COMMITTEES

5.1 CONTINUING TEACHER DEVELOPMENT

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison Professional Development (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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.
- 2.4 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.5 To ensure a committee budget request is prepared for the area liaison and executive director for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.6 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

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.
- 3.3 The PD Committee shall encourage teachers to use the Teacher Professional Growth Fund as per the parameters of the collective agreement.
- 3.4 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

4.0 Guidelines

- 4.1 PD grants 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 Officer before the conference or seminar.
- 4.3 Applications must include name of school and e-mail address.
- 4.4 Applicants must include conference name, location, and date.
- 4.5 Information on the disposition of the request will be communicated to the applicant.
- 4.6 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.
- 4.7 Financial support by the Local does not mean approval by the Chief Superintendent's office for release time. Applicants must make their own arrangements with the Chief Superintendent's office and with their principal in this regard.
- 4.8 PD grants shall be available for ATA Specialist Council Annual Conferences and other conferences, seminars, or ATA Courses.

5.2 NEW TEACHER MENTORSHIP COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison Professional Development (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the New Teacher Mentorship Committee

- 3.1 To coordinate and plan mentorship for new teachers to the division.
- 3.2 To encourage teachers to use the Teacher Professional Growth Fund as per the parameters of the collective agreement.
- 3.3 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

5.3 ADMINISTRATORS' PROFESSIONAL DEVELOPMENT COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison Professional Development (as elected by CSR)
- 1.3 Members of the Committee (at least 1 Principal Rep. and 1 Assistant Principal Rep.) (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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.
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the Administrators' PD Committee

- 3.1 Ensure that at least 1 Principal is selected from the college of principals to have representation at council and report back to the college following all meetings.
- 3.2 Ensure that at least 1 Assistant Principal is selected from the association of Assistant Principals to have representation at council and report back following all meetings.
- 3.3 To arrange professional development opportunities that are of concern to administrators.
- 3.4 Make every effort to have ATA concerns and reports as part of regularly scheduled meetings.
- 3.5 To encourage teachers to use the Teacher Professional Growth Fund as per the parameters of the collective agreement.
- 3.6 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

5.4 SUBSTITUTE TEACHERS' COMMITTEE

1.0 Membership

- 1.1 Substitutes Committee Chair (as elected by CSR, Chair)
- 1.2 Members of the Committee (as invited by Chair)
- 1.3 Area Liaison Professional Development
- 1.3 President (Ex Officio)
- 1.4 Executive Officer (Ex Officio) (non-voting member)
- 1.5 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 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.
- 2.6 To call a meeting to elect 3 council reps that will be voting members of CSR, 3 council reps alternates, which will be voting members of CSR.
- 2.7 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.8 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.9 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the Substitute Teachers' 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 Teacher Welfare Committee of the Local
- 3.4 Organize social activities for substitute teachers

- 3.5 Inform substitute teachers of in-service professional development opportunities.
- 3.6 To inform substitute teachers of the process for completing a Notice of Retirement.
- 3.7 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

6.0 MEMBER SERVICES COMMITTEES

6.1 SOCIAL COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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.
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of Social Committee

- 3.1 To assist in planning appropriate social functions as requested by Executive and CSR.
- 3.2 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

6.2 INDUCTION CEREMONY COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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.
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the New Teacher Induction Ceremony Committee

- 3.1 To set a date, time and place for the function.
- 3.2 To invite guests of the Local which may include the following:
 - Chair of the Board
 - President of the Local
 - Chief Superintendent of the Division
 - Members of the Board of Trustees
 - Local Executive
 - Bishop of Ukrainian Eparchy
 - Archbishop of Edmonton
 - Concelebrants
 - Others as appropriate
 - Teacher Mentors
 - Principals of schools with a teacher being inducted

- 3.3 To ensure that the function is well-publicized. (Prior to and following the function.)
- 3.4 Provide a program that must include the elements of the ATA induction ceremony.
- 3.5 To plan a social function to follow the formal ceremony.
- 3.6 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

6.3 TEACHERS' RETIREMENT RECEPTION COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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.
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the Teacher Retirement Reception 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
 - President of the Local
 - Chief Superintendent of the Division
 - 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 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 Division – the Chief Superintendent of the Division.
 - 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 and the sale of Reception tickets.
- 3.6 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

6.4 SCHOOL OPENING CELEBRATION COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 Representative from the Division
- 1.5 President (Ex Officio)
- 1.6 Executive Officer (Ex Officio) (non-voting member)
- 1.7 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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 Officer 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 Chief 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 Officer and President of the Local).
- 2.13 To invite the Local President, Trustee Chair, and Chief 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.
- 2.17 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.18 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.19 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

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
 - Division Trustees
 - Others as determined by committee
- 3.5 Determine worthy charity(ies) for mass offertory collection.
- 3.6 Ensure funding from the Division to cover 50% of cost
- 3.7 To ensure parking is available for the invited guests
- 3.8 To provide a parking attendee to assist with parking
- 3.9 To create parking labels to facilitate parking
- 3.10 To ensure there is a Senior Server/Acolytes for the Mass
- 3.11 To ensure that all employee groups are represented (Reader [1], Intercessions [1], Incense Bearer [1], Cross Bearer [1], Candle Bearer [2], Gift Bearers [4])
- 3.12 To type the booklet
- 3.13 To select an image for the booklet in accordance to the theme.
- 3.14 To select a theme for the year.
- 3.15 To send out a request for volunteers followed by a reminder of rehearsal (a few days prior to the mass) to all volunteers
- 3.16 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

6.5 SCHOLARSHIPS COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison Member Services (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer(Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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.
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the Scholarships Committee

- 3.1 To select recipients of high school scholarships sponsored by the Edmonton Catholic Teachers Local.
- 3.2 To arrange for the presentation of the bursaries and scholarships at an appropriate time.
- 3.3 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

7.0 TEACHER WELFARE COMMITTEES

7.1 TEACHER WELFARE COMMITTEE

1.0 Preamble

This committee shall be called the Edmonton Catholic Teachers' Teacher Welfare Committee, hereafter referred to as the TWC. 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 Division No. 7.

2.0 Duties and Responsibilities of the Committee

The TWC shall exist for the following reasons:

- 2.1 To gather and study data for 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.
- 2.11 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

3.0 Membership

- 3.1 The TWC shall consist of:
The Chair of TWC as elected by Council to Executive and ten 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 TWC.
- 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 TWC by the Alberta Teachers' Association. They shall be non-voting members of the TWC.

- 3.4 The president of the Local or appointee acting in an ex-officio capacity (usually the Executive Officer and/or Associate Executive Officer).

4.0 Election of TWC

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

Representation shall include:

- the Chair of TWC, and
 - one School based Principal
 - one School based Assistant Principal
 - one Primary Teacher
 - one Upper Elementary Teacher
 - one Junior High Teacher
 - one High School Teacher
 - one of, Counsellor / Consultant/ Department Head/ Learning Coach
 - one Substitute
 - one Member-at-Large
- 4.2 Committee members whose teaching assignments change may continue to represent a teaching area for the term of office.

5.0 Duties of Members

- 5.1 The officers, elected from and by voting members of the TWC shall:

5.1.1 Chair—chair TWC meetings, represent the TWC 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. Shall communicate information about the committee's work and planning for sharing at the monthly Local Executive Meeting.

5.2 The elected members of the TWC shall attend all TWC meetings and such other meetings as required by the Local association for purposes of reporting and communicating.

5.3 Absence from three consecutive meetings without reasonable cause or consent will result in that position being declared vacant by a motion of the TWC. The member shall be informed of the committee's decision by the chair.

5.4 A chair shall act only with the consent of a majority of the committee or subcommittee.

6.0 Committees

- 6.1 Negotiating Subcommittee (NSC) - NSC to be three members elected by TWC, plus executive officer, associate executive officer, plus TWC chair. These members shall engage in collective bargaining with authorized representatives of the Board.
- 6.2 The TWC may appoint such other subcommittees as deemed necessary.

7.0 Term of Office

All TWC 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.

8.0 Emergency Replacements

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

9.0 Meetings of the TWC or Bargaining Unit

- 9.1 Meetings of the TWC shall be called by the chair of the TWC on the chair's initiative or at the request of:
 - 9.1.1 a majority of voting members of the TWC,
 - 9.1.2 the chair of the NSC
 - 9.1.3 the president of the Local or
 - 9.1.4 the Representative of the Bargaining Unit (RBA).
- 9.2 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 TWC on the chair's initiative or at the request of:
 - 9.2.1 a majority of voting members on the TWC,
 - 9.2.2 the chair of the NSC
 - 9.2.3 the Representative of the Bargaining Unit (RBA) or
 - 9.2.4 one hundred (100) members of the Bargaining Unit.
- 9.3 Notice of intent to hold a meeting shall be given to members as soon as possible.

10.0 Quorum

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

11.0 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.

12.0 Finances

- 12.1 The TWC shall prepare and submit to the Local an annual budget.

13.0 Preparation Procedure

- 13.1 The TWC shall request and consider suggested amendments to the collective agreement from the membership of the bargaining unit, members of the TWC and Barnett House.
- 13.1.1 In addition, the TWC may propose suggested amendments to the members of the bargaining unit.
- 13.2 A draft initial proposal of amendments shall be prepared and submitted to the members of the bargaining unit for discussion, amendment and approval.
- 13.3 Subsequent to the procedures outlined above, the TWC shall prepare a final initial proposal for transmission to the Board and provide members of the bargaining unit with a copy.

14.0 Negotiating an Agreement

- 14.1 The NSC shall work toward a settlement utilizing the following processes:
 - 14.1.1 They may sign a memorandum of agreement when, in their opinion, the conclusion of such a memorandum of agreement is warranted or
 - 14.1.2 They may bring a Board offer to teachers or
 - 14.1.3 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.

15.0 Ratification of the Collective Agreement

- 15.1 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.
 - 15.1.1 Notwithstanding 16.1, the requirement for a secret ballot vote may be waived provided no member objects.
- 15.2 Members shall register upon entry to the assembly.
- 15.3 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 TWC, 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*).
- 15.4 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.

16.0 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:

- 16.1 Amendments may be initiated by the TWC. Such amendments require:
 - 16.1.1 That notice of motion of intent to amend be given at a preceding TWC meeting,
 - 16.1.2 Approval by a majority of the TWC members,
 - 16.1.3 Consultation with the Local executive,
 - 16.1.4 Approval by a majority of the members of the Local Council.
- 16.2 Amendments may be initiated by the Local Council. Such amendments require:
 - 16.2.1 That notice of motion of intent to amend be given at a preceding meeting of Local Council,
 - 16.2.2 Consultation with the TWC prior to a vote being taken,
 - 16.2.3 Approval by a majority of the members of the Local Council.

17.0 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.

8.0 DEHR COMMITTEES

8.1 SOCIAL JUSTICE COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison DEHR (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the Social Justice Committee

- 3.1 To liaise with other similar community groups.
- 3.2 To assist in planning various social justice activities for the local and its members.
- 3.3 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

8.2 DIVERSITY, EQUITY, AND HUMAN RIGHTS COMMITTEE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison DEHR (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the Diversity, Equity, and Human Rights Committee

- 3.1 Inform council of areas about 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.
- 3.4 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

8.3 GENDER AND SEXUALITY ALLIANCE

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison DEHR (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive ~~director~~ officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the Gender and Sexuality Alliance

- 3.1 Meet as required during the school year.
- 3.2 Support the mission of the GSA; "Catholic teachers advocating for equality and creating safe communities for people who identify as LGBTQ* and their allies."
- 3.3 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

8.4 WOMEN IN LEADERSHIP

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison DEHR (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

4.0 Duties of the Women In Leadership Committee

- 3.1 To review Local Association structures and practices to identify opportunities to promote and enhance gender equality and women's participation in all aspects of a member's employment and Association life.
- 3.2 To study, monitor and advise Local Council on matters affecting women in/into leadership within public education in Alberta and make recommendations for coordinating the work of the Association related to women in/into leadership.
- 3.3 To review annually relevant Local Association policy and to submit recommendations to the Local Resolutions Committee, as appropriate; to recommend to Local Council on new policy, as required.
- 3.4 To undertake research within budgetary limits.
- 3.5 To constitute subcommittees as needed for the purpose of carrying out its mandate.

- 3.6 To prepare and submit directly to the Resolutions Committee any reports on relevant resolutions referred to Council by the Annual Representative Assembly.
- 3.7 To provide opportunities for networking and support for women in leadership.
- 3.8 To cooperate with the Provincial Women in Leadership committee to advance the cause of and information about women in educational leadership.

8.5 Collaboration on Anti-Racism and Equity

1.0 Membership

- 1.1 Chair (as elected by CSR)
- 1.2 Area Liaison DEHR (as elected by CSR)
- 1.3 Members of the Committee (as invited by Chair)
- 1.4 President (Ex Officio)
- 1.5 Executive Officer (Ex Officio) (non-voting member)
- 1.6 Associate Executive Officer (Ex Officio) (non-voting member)

2.0 Duties of Chair

- 2.1 To arrange the time, date and place of all meetings. Notice of meetings will be communicated 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 Area 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
- 2.5 To ensure that all members of the committee receive the LAG guidelines pertinent to the committee upon which they sit.
- 2.6 To ensure a committee budget request is prepared for the area liaison and executive officer for the following year using the previous year's spending and including a strategic plan for the committee events in the upcoming year. (As per 5.0 & 5.1 of Section 4.2)
- 2.7 Shall communicate information about the committee's work and planning to their Area Liaison prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

3.0 Duties of the Women In Leadership Committee

- 3.1 To plan and convene various activities for the local and its members.
- 3.2 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

Local Officers

9.0 LOCAL OFFICERS

9.1 LOCAL POLITICAL ENGAGEMENT OFFICER

1.0 Duties of Local Political Engagement Officer

- 1.1 The Local Political Engagement Officer shall serve as a member of the Local Executive.
- 1.2 To prepare an annual written report summarizing the political engagement activities of the local. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming officer.
- 1.3 To ensure a budget request is prepared for the executive officer for the following year. (As per 5.0 & 5.1 of Section 4.2)
- 1.4 To communicate to the CSR matters of interest to them which arise at meetings of the Edmonton Catholic School Board.
- 1.5 To organize forums when deemed appropriate.
- 1.6 To gather and disseminate non-partisan information about candidates for election to school board or provincial government.
- 1.7 To attend meetings and functions of the provincial ATA in their capacity as LPEO.
- 1.8 Shall communicate information about the political work and planning at the monthly Local Executive Meeting.
- 1.9 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

9.2 LOCAL COMMUNICATIONS OFFICER

1.0 Duties of Local Communications Officer

- 1.1 The Local Communications Officer shall serve as a member of the Local Executive.
- 1.2 To prepare an annual written report summarizing the local activities. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming officer.
- 1.3 To ensure a budget request is prepared for the executive officer for the following year. (As per 5.0 & 5.1 of Section 4.2)
- 1.4 To prepare, gather and disseminate information to our members and the public as deemed appropriate by Executive.
- 1.5 Consider efforts to communicate with the broader Catholic community.
- 1.6 Plan public relations activities for the local
- 1.7 Liaise with ATA Public Relations Activities
- 1.8 To develop and coordinate the branding and promotional strategy for the local in consultation with the local executive.
- 1.9 To attend meetings and functions of the provincial ATA in their capacity as LCO.
- 1.10 Shall communicate information about the communications work and planning at the monthly Local Executive Meeting.
- 1.11 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

LOCAL LIAISONS

10.0 LIAISONS

10.1 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 / CSJAFEC 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

5.0 Duties of the Liaison

- 5.1 To prepare an annual written report summarizing the local activities. This report shall be submitted to CSR at the last CSR meeting of the year. The report shall also include recommendations for the incoming officer.
- 5.2 Shall communicate information about the committee's work and planning to the Area Liaison Professional Development prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.
- 5.3 Shall incorporate events that address and facilitate the Strategic Planning goals of the Local in order to direct Committee work to support these goals.

10.2 GREATER EDMONTON TEACHERS CONVENTION ASSOCIATION LIAISON

1.0 A member of the local shall be elected to serve as GETCA Liaison for a one-year term.

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

2.4 Shall communicate information about the committee's work and planning to their Area Liaison Professional Development prior to the first Tuesday of each month for sharing at the monthly Local Executive Meeting.

2.5 To serve as communication channel between the general and executive committees of GETCA, the local Executive, and Local Council of School Representatives.

LOCAL PROCEDURES

11.0 ELECTION PROCEDURES

1.0 The Area Liaison Governance shall serve as Returning Officer of the Local.

1.1 In cases where the incumbent Area Liaison Governance is a candidate, the Executive Officer shall appoint a member of the local to act as Returning Officer for that election.

2.0 Duties of the Returning Officer

- 2.1 To ensure adequate members are available to check and count ballots and carry out needed functions to support local elections. These members shall be designated Deputy Returning Officers.
- 2.2 To ensure that all members performing electoral functions receive the LAG guidelines pertinent to their work.
- 2.3 To ensure a budget request is prepared for the Executive Officer for the following year. (As per 5.0 & 5.1 of Section 4.2)

3.0 Duties of Deputy Returning Officers

3.1 Supervise the elections of the Local according to the Local Constitution and LAG.

4.0 General Requirements of Local Elections

- 4.1 Elections will be conducted for the following positions and roles
 - 4.1.1 Local Table Officers (President and 2 Vice-Presidents);
 - 4.1.2 Local Executive (Area Liaisons and Local Officers);
 - 4.1.3 Standing Committee Chairs;
 - 4.1.4 Representatives or delegates as required (including but not limited to the following)
 - 4.1.4.1 Representatives to Edmonton Area Field Experiences and Campus Saint-Jean Area Field Experiences Committees
 - 4.1.4.2 Delegates to the General Convention Committee of GETCA
 - 4.1.4.3 GETCA Liaison
- 4.2 In the event of insufficient nominations following the closing of nominations for the office of President or 2 Vice-Presidents of the Local, the Returning Officer shall:
 - 4.2.1 Declare the candidates then nominated as being elected by acclamation,
 - 4.2.2 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 7 (Election Timelines) of these Guidelines, and shall endeavor to find suitable candidates for the position(s).
- 4.3 To conduct votes by secret ballots

5.0 Secret Ballot Procedure

- 5.1 Arrangements for a secret ballot will be made upon the instruction of Executive.
- 5.2 An appropriate ballot form shall be used for the above stated purpose.

- 5.3 The Returning Officer and the Deputy Returning Officers shall be responsible for
 - 5.3.1 The counting of the secret ballots.
 - 5.3.2 The announcements of results of secret ballot.
 - 5.3.3 The publication of results of the election by secret ballot

6.0 Election Forms

- 6.1 Nomination forms EL-1 and EL-2 will be used in nominating for the positions of President and 2 Vice-Presidents, respectively.
- 6.2 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.
- 6.3 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.

7.0 Election Timeline

- 7.1 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.
- 7.2 The date of the Election selected by Executive will:
 - 7.2.1 be a Wednesday,
 - 7.2.2 Ensure that a CSR Meeting is held before sending the ballots to the schools and made available to substitute teachers.
- 7.3 Nominations will close at 4:00 pm fourteen days following the call for nomination.
 - 7.3.1 Ballots will be sent to schools one week prior to the stated Election date.
 - 7.3.2 Ballots will be made available to each substitute teacher.
- 7.4 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.
- 7.5 Counting of the ballots will begin at 5:00 pm on the day of election.

8.0 Election Procedures for President and Vice-Presidents

- 8.1 Nominating Procedure
 - 8.1.1 Nomination forms shall be endorsed by five members of the Local and in accordance with instructions on the nomination form.
 - 8.1.2 The nominee must sign acceptance of the nomination on the nomination form.
 - 8.1.3 The completed nomination form must be forwarded to the Executive Director or designate at the local office within the deadline set according to Clause 7.3 of these Guidelines.
 - 8.1.4 The Executive Director will communicate receipt of nomination to candidate.
- 8.2 Voting Procedure:
 - 8.2.1 The number of ballots sent to the schools shall be determined by the latest staff lists available to the Local Office.
 - 8.2.2 The key contact of the ATA Local School Representatives shall be responsible for compiling a list of ATA members in their school, and for having each teacher sign opposite their name, indicating receipt of the ballot.

- 8.2.3 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.
- 8.3 Returning Officer's Procedure:
- 8.3.1 The procedures for counting and qualifying ballots shall be:
- 8.3.1.1 only ballots received prior to the time established in 7.4 will be counted;
- 8.3.1.2 only ballots included with the signed staff list will be counted;
- 8.3.1.3 The Returning Officer and Deputy Returning Officers shall determine by a majority vote the validity of any ballot on which the voter's intention is clear and evident. Any subsequent appeal of the validity of a ballot must be made to the executive committee within five school days of the declaration of the results of the election. The decision of the executive committee shall be final and binding.
- 8.3.1.4 if the number of ballots exceeds the number of signatures on the accompanying staff list, the ballots for that school will not be counted.
- 8.3.1.5 These procedures shall be included with the ballots sent to school and shall be available at the Local office.
- 8.3.2 The counting of ballots shall be conducted in the presence of only
- 8.3.2.1 the Returning Officer and Deputy Returning Officers,
- 8.3.2.2 the designate scrutineers,
- 8.3.2.3 the Table Officers who are not candidates in the election.
- 8.3.3 After counting, all ballots shall be placed in a container which shall be sealed. They shall be retained for a period of 14 days following the election, whereupon they shall be destroyed unless required by the Executive Committee for a recount on appeal. At the conclusion of the recount on appeal, they shall be destroyed.
- 8.3.4 Any defeated candidate may appeal for a recount of the vote if the number of ballots cast is within twenty-five (25) of the number cast for the successful candidate. Any appeal must be made in writing to the Executive Officer of the Local within five (5) days of the date of the original counting of the ballots. Within five (5) days of receipt of the appeal for the recount, the Returning Officer shall appoint a committee of three (3) members of the Executive Committee to conduct the recount at a time and place within the next five (5) days after appointment. This decision shall be final and binding. Each candidate concerned, or the candidate's agent, shall be entitled to be present when the recount takes place.
- 8.3.5 In the case of a tie vote, an immediate recount shall be automatic. In the event the recount is also a tie vote, and all appeals have been decided, a second election shall be held.
- 8.3.6 The official results shall be recorded on form EL-9 and filed at the Local Office.
- 8.3.7 The Returning Officer shall inform all candidates of the results of the election as soon as possible.
- 8.3.8 By-Elections

- 8.3.8.1 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.

9.0 Election Procedures for Local Executive and Standing Committee Chairs

- 9.1 Election will take place at the last annual meeting of the school year.
- 9.1.1 Area Liaisons and Local Officers serve two-year terms,
- 9.1.2 Committee Chairs serve two-year terms.
- 9.2 All members of the local in attendance are eligible to vote.
- 9.3 Vote will be by secret ballot.
- 9.4 The Returning Officer and Deputy Returning Officers (unless a candidate) shall be responsible for counting the ballots.
- 9.5 The Returning Officer shall accept as valid, any ballot on which the voter's intention is clear and evident.
- 9.6 A recount can be requested by a 2/3 vote of the council. If a recount is passed, the Table Officers will conduct the recount.
- 9.7 Ballots will be destroyed at the end of meeting with the passing of a motion.
- 9.8 If no candidates come forward, the executive will invite a suitable member to fill vacancy as it deems best.
- 9.9 Candidates do not have to be in attendance.
- 9.10 Speeches can be sent into the local office to be read at council meeting.
- 9.11 Results of the election will be announced immediately after the counting of the ballots.

10.0 Election Procedure for Field Experience Representatives

- 10.1 Representatives to Field Experience Committees will be elected following procedures used for elections of standing committee chairs.
- 10.2 Representatives will serve one-year terms.

11.0 Election Procedures for GETCA Delegates

- 11.1 Local members elected to serve as delegates to the General Convention Committee of GETCA
- 11.2 Election when necessary will take place at the January CSR meeting
- 11.3 All members of the local in attendance are eligible to vote.
- 11.4 Election cycle will be in accordance to the GETCA constitution.
- 11.5 Vacancies of GETCA Delegates will be filled by by-election, to occur at CSR with one month's notice.
- 11.6 Candidates do not have to be in attendance.
- 11.7 Speeches can be sent into the local office to be read at council meeting.
- 11.8 Results of the election will be announced immediately after the counting of the ballots.

12.0 Election Procedure for the GETCA Liaison

- 12.1 The GETCA Liaison will be elected following procedures used for elections of standing committee chairs.

12.2 The GETCA Liaison will serve a one-year term.

12.0 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.

12.1 EXECUTIVE EXPENSE REVIEW COMMITTEE

1.0 Membership

- 1.1 Local President (as Chair) Chair (a table officer, elected by Table Officers)
- 1.2 one additional table officer (as elected by Table Officers)
- 1.3 two members of executive not serving as table officers (as elected by Executive)
- 1.4 two members of CSR (elected by CSR)
- 1.5 two non-CSR, non-Executive members of the local
- 1.6 Executive Officer (Ex Officio) (non-voting member)
- 1.7 Associate Executive Officer (Ex Officio) (non-voting member)

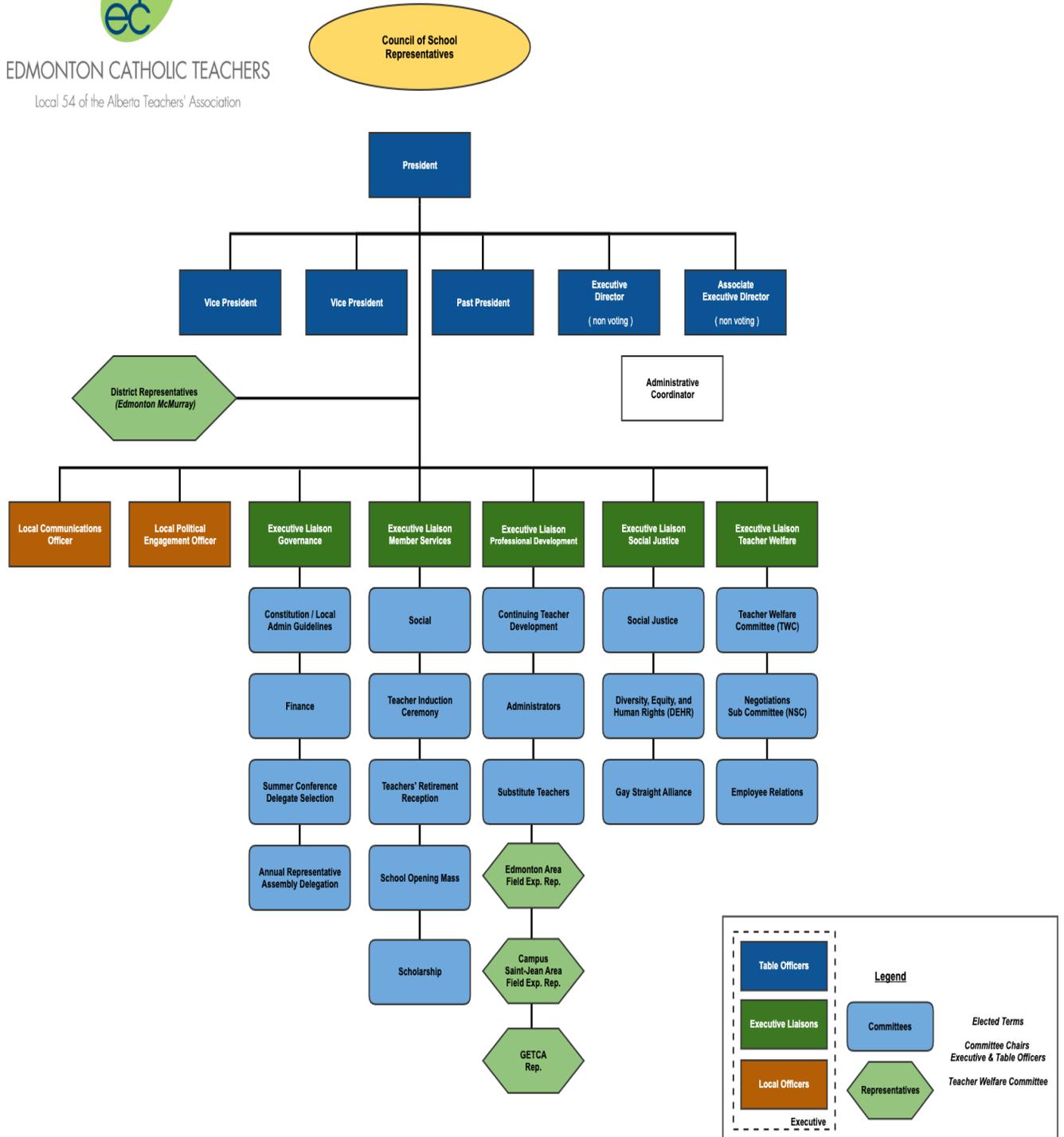
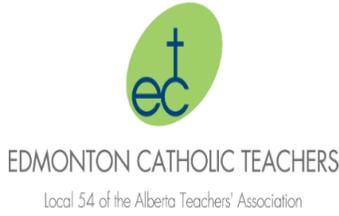
2.0 Duties of Chair

- 2.1 To arrange the time, date, and place of all meetings. Notice of meetings will be communicated by the Committee Chair to all participants at least 7 days in advance of meetings.
- 2.2 To submit the final report of the committee, including final recommendations to executive, the finance committee, and CSR.
- 2.3 May designate a local table officer to serve as chair.

3.0 Duties of the Executive Expense Review Committee

- 3.1 The committee will be formed and meet every other year, in the year following an election of local table officers, local area liaisons, and local officers.
- 3.2 The committee will review the local's current financial position, and proposed amounts for budget lines directly attached to executive positions that deal with honoraria, expenses, and individual professional development.
- 3.3 The committee may call upon the experience of other members of the Local to serve as resource persons.
- 3.4 A final report, including amounts for each budget line, will be proposed for a ratification vote by CSR. The amount will then be appropriated during the budget process.
- 3.5 Votes of the committee will be decided by a simple majority vote of the committee, in case of a tie the Chair will cast the deciding vote.

13.0 ORGANIZATIONAL CHART



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/Council	Council of School Representatives, the governing body of the local between general assemblies.
DEHR	Diversity, Equity, and Human Rights
EA FEC	Edmonton Area Field Experiences Committee
ECT	Edmonton Catholic Teachers
ERA	Emergent Representative Assembly of the Alberta Teachers' Association.
GETCA	Greater Edmonton Teachers' Convention Association
LAG	Local Administration Guidelines
LCO	Local Communications Officer
LPEO	Local Political Engagement Officer
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.
TWC	Teacher Welfare Committee

15.0 ANNUAL HONORARIA FOR EXECUTIVE/CHAIRS AND ALLOWANCES:

Table Officers:

- President - \$25,000 + half time release
- Vice President(s) - \$2800 each
- Past President (if sitting) - \$2800
- TW Chair - \$2800

Liaison:

- Member Services - \$2100
- Professional Development - \$2100
- Social Justice - \$2100
- Governance - \$2100

- Political Engagement Officer - \$2100
- Communications Officer - \$2100
- GETCA - \$2100

Allowances for Committee Chairs:

(As of July 1, 2023, this \$500 allowance/chair will be split equally if there is more than one chair/area)

- | | |
|--------------------------------|---------------------|
| School Opening Mass | EAFEC |
| Scholarships | Substitute Teachers |
| Social Committee | CARE |
| New Teacher Induction | DEHR |
| Teacher Retirement | Social Justice |
| Administrators' PD | GSA |
| Continuing Teacher Development | Women in Leadership |
| CSJFEC | |

Annual General Assembly (ARA) of the Alberta Teachers' Association:

To help offset costs for member attendance at ARA, members will receive the following:

When event is held in Calgary: \$2000 each

When the event is held in Edmonton: \$500 each

Summer Conference of the Alberta Teachers' Association:

(rates approved for 2024 Summer Conference)

Accommodation at the Banff Centre and On-Campus Meals

Single Accommodation on-site (4 nights) @ \$314/night = \$1256.00*

Approx. taxes and fees \$180

Includes:

Breakfast – Tuesday, Wednesday, Thursday & Friday

Lunch – Tuesday, Wednesday, Thursday

Breaks – 6 snack breaks

Parking

Park Pass (5 days) - \$11/ day = \$55

Kilometrage - 416km X 2 = 832km X \$0.68 = \$566

Meals not included

Dinners (Monday, Tuesday, Wednesday, Thursday) - \$50 X 4 = \$200

Lunch Friday \$30

Incidentals: \$200**

Sub Total: \$2487

Rounded - \$2500/delegate

*Accommodation rates subject to change

** Subject to change