

Wetaskiwin Alberta Teachers' Association Local #18
Professional Development Committee Frame of Reference

1. Name

The name of this committee shall be the Professional Development (PD) Committee of the Wetaskiwin Alberta Teachers' Association (ATA) Local #18.

2. Objectives

The Professional Development Committee shall assume responsibility for teacher professional development (PD) in the jurisdiction. Professional development will be undertaken in accordance with the professional development policies of the Provincial ATA, the Wetaskiwin ATA Local #18, and the WRPS PD Terms of Reference.

3. Duties and Responsibilities

3.1 In general:

- a. The Professional Development Committee will endeavour to build linkages between the various professional development opportunities available for teachers—school based, in-service, mentorship, specialist council events, convention, consortia programs, WRPS initiatives, and Provincial ATA initiatives.
- b. The Professional Development Committee will assist with coordination and provide leadership in matters pertaining to professional development in WRPS.
- c. The Professional Development Committee Chair or Co-Chairs are responsible to the Local for a written annual report of the Committee's activities.

3.2 The Professional Development Committee has the following duties:

- a. To be aware of PD funding available from the ATA Local and WRPS.
- b. To establish procedures for the distribution of funding for conferences and other professional development activities, including Institute Day.
- c. To assist in the coordination and planning of the annual WRPS Institute Day.
- d. To consult with professional development staff officers, consultants, the ATA District Representative, members of the Local, Central Alberta Regional Consortia (CARC), WRPS administration, and others as appropriate.
- e. To facilitate attendance at Professional Development Area Conferences and the PD course at Summer Conference.
- f. To coordinate, develop, and recommend to Local Council, the Provincial ATA, and WRPS administration responses to issues in professional development.
- g. To develop and maintain a budget for the PD Committee meetings.

- h. To keep minutes of the meetings.
- i. To establish operational policy and procedures for any subcommittee that may be formed for the Professional Development Committee (i.e. Institute Planning Committee).
- j. To recommend to Local Council, where appropriate, changes in the policies of the school jurisdiction, collective agreement, and/or the constitution of the Local that have an impact on the mandate of the Professional Development Committee.

3.3 It is recommended that each school shall have a School Professional Development Committee of a size determined by that staff, with the minimum size consisting of one administrator and two teaching staff members. The School Professional Development Committee has the following duties:

- a. Be responsible for the active promotion of professional development.
- b. Seek input and feedback from school staff in regard to professional development.
- c. Coordinate professional development with the school education plan.
- d. Provide information about professional development opportunities.
- e. Establish procedures for funding PD activities (i.e. rates of reimbursement), conferences, and other professional development activities based upon Local Administrative Guidelines.
- f. Review and approve PD requests and maintain a record of PD activities and persons involved.
- g. Coordinate and develop school responses to professional development matters.
- h. Develop a budget, maintain appropriate financial records, and ensure that appropriate payments are made.
- i. Submit to the ATA Local #18 PD Co-Chair the name of the School PD Chairperson by September 30 of the school year.
- j. Attend one or two annual meetings of all PD school Chairs and the ATA Local PD Committee.

4. Membership

The Professional Development Committee of ATA Local #18 shall consist of the following members:

- 4.1 Five elected members of the Local
- 4.2 The Local President (Ex Officio)
- 4.3 The three locally elected representatives to the Teachers' Convention Association.
- 4.4 ATA District Representative (Ex Officio)
- 4.5 ATA Staff officers and facilitators, on request

5. Officers

5.1 The officers of the Professional Development Committee shall consist of either one Chair or two Co-Chairs and the Secretary. The Co-Chairs and Secretary shall be chosen from and by the voting Local Professional Development Committee members.

The officers of the Professional Development Committee are expected to:

- a. Co-Chairs/Chair
 - Prepare an agenda for each meeting
 - Chair Professional Development Committee meetings
 - Represent the Professional Development Committee in its relationship with the general membership
 - Attend Local Council meetings
 - Gain consensus of the PD Committee on issues, to then be taken as recommendations to Local Council
 - Attend meetings of the Mentorship Steering Committee
- b. Secretary
 - Keep accurate minutes of all Professional Development Committee meetings
 - Perform such other internal communication functions as may be assigned by the PD Committee

6. Term of Office

Five Professional Development Committee members are to be elected each year at the Spring Annual General Meeting (SAGM). The Convention Representatives will be chosen at the first Local Council meeting following the annual Teachers Convention.

7. Committees

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

8. Emergency Replacements

Vacancies in any office or subcommittee shall be filled according to the ATA Local #18 Constitution.

9. Meetings of the Professional Development Committee

9.1 The Professional Development Committee shall meet a minimum of two times per school year and at other times as necessary.

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

9.3 It is the duty of each member of the Professional Development Committee to attend meetings.

9.4 The PD Committee shall make decisions by consensus. Failing this method of decision-making, the issue will be referred to Local Council.

10. Rules of Procedure

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

11. Finances

11.1 Administrative expenses for the Professional Development Committee shall be funded by the Local as per Local Administrative Guidelines.

11.2 The Professional Development Committee shall prepare and submit to the Local an annual budget following the Local budgeting procedures.

12. Ratification of this Frame of Reference

This policy shall be approved in accordance with the following procedures:

12.1 Recommendation by the PD Committee

12.2 Approval by Local Council.

13. Amendments to this Frame of Reference

Amendments to this policy shall be made in the same manner as ratification (see Article #12).

Adopted May 18, 2006