

ALGOMA DISTRICT ELEMENTARY TEACHERS

Main Office: 123 March St. Suite 106, Sault Ste. Marie, ON Tel: 942-3379 Fax: 942-1054

TERMS OF REFERENCE- ALL ADETFO COMMITTEES

AWARDS COMMITTEE

1. To meet to assess the applications for local awards and make recommendations to the Local Executive regarding the recipients.
2. To educate the membership about local and provincial awards available.
3. To administer the budget allocated to the Awards Committee.
4. To meet once per year.

PROFESSIONAL DEVELOPMENT /PUBLIC RELATIONS COMMITTEE

1. To administer the budget allocated to the Professional Development Committee.
2. To allocate funds to our members who apply for P.D. assistance in accordance with our criteria.
3. To support and encourage meaningful P.D. to members of our local through ETFO and other sources.
4. To seek to provide P.D. based on the needs and requests of our members.
5. To organize and provide P.D. activities in curriculum and non-curriculum areas for our local.

STATUS OF WOMEN

1. To promote the status of women in the Local and the community.
2. To develop and implement Local programs.
3. To work in partnership with other community groups to promote anti-violence campaigns i.e. Take Back the Night (September), Dec. 6th day of Remembrance, International Women's Day, March 8.
4. To promote community involvement in social justice issues.
5. To promote and encourage a positive image of girls and women in our society.
6. To communicate with local members regarding women's issues and events across our District.

FRENCH AS A SECOND LANGUAGE (FSL)

1. To develop a sense of professionalism for FSL teachers i.e. respect.
2. To support FSL members in professional development.
3. To share, research and possibly develop resources for Algoma FSL teachers.
4. To set up a method of communication with all Algoma ETFO FSL teachers.
5. To support FSL teachers in securing better working conditions.

SPECIAL EDUCATION COMMITTEE

1. To administer the budget and advise the Executive on special education issues affecting members.
2. To liaise with Board special education personnel to foster communication regarding content, delivery and design of special education programs.

3. To liaise with Political Action and Collective Bargaining committees of the Local regarding needs and resources for members.
4. To raise awareness about policy, procedures and legislation related to special education and make recommendations to the Executive.

HEALTH, WELLNESS AND SAFETY

1. To advise and make recommendations to the Executive on health and safety issues.
2. To make recommendations to the Executive to raise member awareness of health and safety issues in the school.
3. To provide advice on the promotion of member participation in health and safety training.
4. To provide advice for assistance for health and safety representatives who sit on joint occupational health and safety committees and those who represent our membership in the schools.

SOCIAL JUSTICE AND EQUITY COMMITTEE

1. To identify ways for Algoma ETFO to sensitize members to social justice and equity issues.
2. To educate the membership on resources and events that promote social justice and equity and encourage participation in such events through the Local newsletter.
3. To liaise with ETFO committees and outside organizations to further social justice and equity issues.
4. To administer the budget allocated to the Social Justice and Equity Committee.

POLITICAL ACTION COMMITTEE/PUBLIC RELATIONS

1. To promote the profile of Algoma Elementary Teachers.
2. To foster and encourage greater political involvement by ETFO members.
3. To strengthen partnerships with other local teacher federations, labour groups and social action groups.
4. To identify and undertake political action initiatives which promote and defend the rights of teachers and publicly funded education.
5. To analyze the policies of political parties and other organizations with an interest in education and communicate this information to the membership.
6. To attend and monitor Board meetings.
7. To attend monthly Labour Council meetings and Labour Day events.

EARLY YEARS COMMITTEE

1. To survey our members who teach Kindergarten about their needs/interest.
2. To support our members who teach Kindergarten (based on their needs/interests) through a variety of avenues e.i. networking sessions, book studies, contributions to the ADETFO newsletter.
3. To liaise with the ADSB Early Years co-ordinator.
4. To administer the budget allocated to the ADETFO Early Years Committee.
5. To prepare a brief report for the ADETFO Annual Report in the Spring.

COLLECTIVE BARGAINING COMMITTEE

1. To represent fairly all teachers on whose behalf they negotiate.
2. Communicate with the Provincial Affiliate.
3. Recognize that ETFO is the bargaining agent for the Algoma District Elementary Teachers.

4. Survey the teachers of the Algoma District to ascertain their priorities for bargaining.
5. Prepare a preliminary submission.
6. It shall be the responsibility of the Negotiating Team to communicate with the teachers when appropriate.

ELECTIONS COMMITTEE

1. Notify members of impending elections based on the Constitution and General policies.
2. Schedule election dates and item time frames based on the Constitution and general policies.
3. Review Constitution and policies and recommend changes where needed to facilitate elections.
4. Prepare, distribute and collect ballots in accordance with Constitutional and policy Requirements.
5. Count ballots and declare a winner.
6. Handle any questions or discrepancies arising from, or during, an election in a fair and equitable manner.
7. Report to the Annual Meeting and the Executive, the results of elections that have taken place.

SELECTION COMMITTEE

1. To promote member engagement on Standing Committees.
2. To create and publish a time line each year to allow for committee applications and selections within policy and constitution limitations.
3. To review applications and select members for Standing Committees.
4. To handle any questions or discrepancies arising from, or during the selection process or term of a Standing Committee in a fair and equitable manner.
5. To monitor implementation of approved budget, and proposed year plans of the Standing Committees.