



Members' Handbook

Foothills ATA Local No. 16

Organization and Members' Handbook

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Foothills ATA Local No. 16

Organization and Members' Handbook

Welcome to Foothills ATA Local No. 16! We are looking forward to working with and for you and hope that you will be served or will serve your ATA local during your tenure with Foothills School Division #38.

In this handbook you will find all kinds of information that will help you navigate the ATA in general and will also describe positions and processes within the local in particular. We hope that this handbook will be of use and will inspire members to become involved in the workings of their local ATA council. Included within the forthcoming pages is a general description of who does what on Local Council as well as other pertinent information regarding association business.

If there are questions that are unanswered by the information herein described, please to not hesitate to contact any member of council or the executive team. Likewise, if you have suggestions regarding this handbook, please make them known.

Cheers

ATA Local #16 Executive

I. Council of School Representatives (CSR)

1. CSR typically meet on the **first Tuesday of each month** from September to June or as often as necessary.
2. Representatives on CSR will serve in their position from September to June with the exception of the Executive, which will assume their position starting July 1st.
3. CSR will be responsible for any changes deemed necessary within the Members' Handbook.
 - a) Handbook changes need to be presented at a CSR meeting. School Representatives will then have one month to present changes for discussion.
 - b) Handbook changes will then be voted on at the following CSR Meeting.

II. Duties and Responsibilities - Executive

All members in Executive positions are encouraged to attend all Association training sessions which apply to their elected role.

A. President

1. Oversees the orderly and efficient operation of the local association.
2. Calls and presides over regular, general and special meetings of the association.
3. Sets the agenda and is knowledgeable about the agenda items.
4. Ensures that a meeting place is ready for all meetings of the association.
5. Acts as ex-officio member of all committees and is knowledgeable about their operation and purpose.
6. Enforces the rules of debate and ensures the orderly conduct of meetings.
7. Facilitates communication of the issues between provincial and local operation.
8. Speaks for and represents the local association to the community.
9. Advises and assists local members with professionally related concerns.
10. Serves as a delegate to the Annual Representative Assembly.
11. It is the responsibility of the President to inform the Treasurer of any days in which the President will be absent due to local business.
12. Is authorized to co-sign cheques issued by the local association.
13. Approves correspondence and publications issued by the local association.
14. Seeks Association input, when feasible, when controversial matters arise at the local level.

B. Vice President

1. Assumes the responsibility for the conduct of the affairs of the local association in the absence of the President.
2. Assists and advises the President with matters concerning local operation.
3. Acts as chair or member of committees as designated by the President.

4. Liaison between schools and local to order and distribute any items related to school celebrations.
5. It is the responsibility of the Vice President to inform the Treasurer of any days in which the Vice President will be absent due to local business.
6. Attends all CSR, Executive and General meetings.

C. Past President

1. Acts as chair or member of other committees within the local association as designated by the President.
2. Serves as Chair of the nominating committee.
3. Serves as Chief Returning Officer during ballots and elections.
4. It is the responsibility of the Past President to inform the Treasurer of any days in which the Past President will be absent due to local business.
5. Attends all CSR, Executive and General meetings.

D. Secretary

1. Keeps an accurate record of all proceedings of CSR and Executive meetings with the Association.
2. Prepares local association correspondence.
3. Prepares and distributes notices and agendas to CSR and Executive meetings within the association.
4. Acts as the custodian of local documents such as the charter and the constitution.
5. Receives and transmits official notices and other correspondence at the CSR meetings or as appropriate in consultation with the President.
6. Transmits reports at the required time to the Provincial Association.
7. Is authorized to co-sign cheques issued by the local association.
8. Provides a copy of the Local Members' Handbook to members of CSR at the beginning of the school year.
9. It is the responsibility of the Secretary to inform the Treasurer of any days in which the Past President will be absent due to local business.

10. Attends all CSR, Executive and General meetings.

E. Treasurer

1. Maintains an accurate record of all money related matters pertaining to local business.
2. Makes the necessary monthly disbursement of funds as authorized by the Executive Committee and CSR.
3. Prepares a regular financial statement(s) for CSR meetings.
4. Prepares the financial statements for an independent audit.
5. Is responsible to make the motion oat CSR, during the June meeting, to have the financial statements audited. Presents audited statement to CSR no later than the October CSR meeting.
6. Presents audited statement to CSR no later than the October CSR meeting.
7. Prepares and sends to the Provincial Association the auditor's financial report.
8. Advises Executive Committee on the investment for local funds.
9. Assists in the preparation of the budget for the presentation to CSR and general meetings.
10. Co-signs cheques issued by the local.
11. It is the responsibility of the Treasurer to contact Division Office to ensure that sub days for the Local are covered by the Local.
12. Attends all CSR, Executive and General meetings.

F. Communications Officer

1. Keeps informed of activities within the local.
2. Initiates publicity with the approval of Executive Committee and/or CSR.
3. Acts as the liaison with the webmaster of the website and/or may act as the editor of the local newspaper.
4. Maintains liaison with the Communications Consultant and Communications Program Staff at Barnett House.

5. Prepares and submits a local communications budget.
6. Attends all CSR, Executive and General meetings.
7. It is the responsibility of the Communications Chair to inform the Treasurer of any days in which the Communications Chair will be absent due to local business.
8. Attends all CSR, Executive and General meetings.
9. Submits an annual report to the Local about committee activities at the last general meeting of the year.

G. Professional Development Chair

1. Chairs the division wide PD Committee.
2. Assess and facilitates the professional development needs of the teachers within the local.
3. Submits an annual report to the local about professional development activities.
4. Maintains a liaison with the Professional Development Consultant and Professional Development Staff at Barnett House.
5. Submits an annual report to the local about committee activities at the last general meeting of the year.
6. It is the responsibility of the PD Chair to inform the Treasurer of any days in which the PD Chair will be absent due to Local business.
7. Attends all CSR, Executive and General meetings.

H. Social Chair

1. Presides over meetings of the Social Committee.
2. Prepares and submits an annual budget for social activities within the local.
3. Help organize and supervise Induction, Retirement/Long Service Ceremony and any special functions approved by CSR.
4. Distributes information to Communications Chair about social activities.
5. Submits an annual report to the local about committee activities at the last general meeting of the year.

6. It is the responsibility of the Social Chair to inform the Treasurer of any days in which the Social Chair will be absent due to Local business.
7. Attends all CSR, Executive and General meetings.

I. Political Engagement Officer

1. Prepares and submits an annual budget for Political Engagement activities.
2. Acts as a liaison with the MLAs and other elected officials as appropriate.
3. Maintains contact with the Provincial Association regarding new government or trustee initiatives.
4. Maintains contact with the Provincial Association regarding local Public Involvement initiatives.
5. Informs membership of the political trends in Alberta affecting education.
6. Initiates and encourages activities that provide teachers an opportunity to participate in political processes.
7. Submits an annual report to the local about committee activities at the last general meeting of the year.
8. It is the responsibility of the Political Engagement Officer to inform the Treasurer of any days in which the Political Engagement Officer will be absent due to Local business.
9. Attends all CSR, Executive and General meetings.

J. Economic Policy Chair

This committee shall be called the Foothills Economic Policy Committee, hereafter referred to as the EPC. It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by Foothills School Division.

1. Represents the wishes of the members of the local in negotiating meetings.
2. Keeps the membership informed of the negotiating process and progress.
3. Writes recommendations for changes in the collective agreement for the consideration of the bargaining with the EPC.
4. Preside over all General EPC meetings.

5. Submits an annual report to the local about committee activities at the last general meeting of the year.
6. It is the responsibility of the EPC Chair to inform the Treasurer of any days in which the EPC Chair will be absent due to Local business.
7. Attend all CSR, Executive and General meetings. Refer to EPC Frame of Reference (Appendix B).
8. Presides over elections of the Negotiating Sub Committee (NSC).

Note: The NSC is the committee that negotiates with the Foothills School Board.

K. Joint Committee

The Joint Committee's mandate is to meet with the Superintendent and representatives from the Board of Trustees as stated in the Joint Committee Framework (Appendix C) to discuss non-contractual issues brought up by members of the ATA local, and subsequently approved by the CSR. Discussions are reported to the CSR upon completion. Meetings are organized with the School Division Representatives when sufficient concerns/issues are collected.

The Joint Committee consists of three teachers, one from each level of school. Typically, the member from the high school level is the Chair of the committee. Each representative typically addresses the issues specific to their division with the School Board Representatives.

1. Maintains liaison between CSR and the Foothills School Board to address any issues regarding working conditions not covered under the Collective Agreement. Refer to Joint Committee Frame of Reference (Appendix C).
2. Attends all CSR and General meetings.
3. Submits an annual report to the local about committee activities at the last general meeting of the year.
4. It is the responsibility of the Joint Committee Chair to inform the Treasurer of any days in which the Joint Committee Chair will be absent due to local business.
5. The Chair will also attend Executive meetings.

III. Duties and Responsibilities – Committees

A. Annual Representative Assembly (ARA) and Emergent Representative Assembly (ERA) Delegates

ARA is the ATA's legislative body which meets once a year, usually on the May long weekend. It is here that resolutions (motions) are considered, debated and voted on, in a democratic fashion. It is also at ARA where the budget gets set up for the upcoming year and, by extension, where the ATA's membership dues are determined. Foothills #16 is allowed to send five representatives, typically the President plus four other members of the local.

ERA works in much the same way, except ERA meets only when an emergent situation arises, that must be dealt with in a timely fashion by the Association.

1. Represents the local as a delegate at the ARA and regional conferences and reports back to the local at the June CSR meeting.
2. Attempts to represent the views of local members with regards to ARA resolutions.
3. Assists in the preparation and submission of CSR resolutions.
4. Attends all CSR, General and ARA meetings.

B. Convention Committee Representatives

1. Acts as a liaison between the Palliser Convention Associations and the local.
2. Identifies activities and speakers for the convention within a larger Convention Committee.
3. Attends all CSR, General and convention meetings.

C. Calgary Area Field Experience Coordinator (CAFEC)

1. Acts as a liaison between Foothills Local 16 and the University of Calgary education practicum students.
2. Attends all CSR and General meetings.

IV. Duties and Responsibilities – Representatives

A. School Representatives

1. Represents teacher issues at CSR meetings.
2. Receives and distributes newsletters, bulletins, ballots and magazines to school staffs.
3. Welcome teachers new to the profession and/or their staff. Helps them with procedures and to reach sources of assistance as required.
4. Serves as a two-way communications facilitator between staff and the local and provincial associations.
5. Provides information to members as to services available and channel these requests to the proper local or provincial association officials.

It is not the role of the school representative to advise teachers on professional matters. It is the school representatives' role to advise teachers where to obtain appropriate association information.

6. Conducts secret ballot elections at the school as needed.
7. Assists with conducting questionnaires either for the local or the provincial association.
8. If unable to attend a meeting, due effort will be made to find a replacement attendee.
9. Attends all CSR and General meetings.

V. Financial Expenses

A. Local Business Expenses

1. All **reasonable** expenses incurred while under ATA business and pre-approved by the appropriate chair person shall be paid after completing claim forms and submitting receipts – in a timely manner.
2. Delegates attending provincial ATA meetings that are eligible for grant-in-aid must submit required receipts on a local claim form and will be reimbursed as per claim form. Receipts are needed for parking, meals, airfare and hotel accommodations. Meals will be reimbursed at the maximum per diem rate. Refer to Appendix E.
3. Mileage for ATA business shall be paid as per current provincial ATA mileage guidelines.

4. Private accommodations can be reimbursed. A note/receipt is required. See Treasurer for more details.

B. Mileage

1. Members that attend CSR, Executive or other local committee meetings, are eligible to be reimbursed at the current per km rate for distances that are out of their way.

Example: If your normal trip home is 20 km, however it takes you 30 km when you attend a CSR meeting, you are eligible to claim the 10 km difference.

2. If you generally car pool and it is not your week to drive, you are eligible to claim mileage for the entire trip.

C. Induction

Each year, Foothills Local 16 hosts an Induction Ceremony to officially welcome teachers new to teaching in Alberta, into the profession and as new members of the Alberta Teachers' Association.

All Foothills teachers new to Alberta are invited to enjoy the induction ceremony and/or reception.

D. Retirement/Long Term Service Awards

To honor the hard work and years of service provided, Foothills Local #16 hosts a banquet every year, to recognize teachers for 10, 15, 20, 25, 30 & 35+ years of ATA service. We also honor and thank our retirees, and provide them with information on the Foothills Retired Teachers association.

Years of service are determined by your teaching years, as a member of the Alberta Teacher's Association. Part time teaching assignments for the entire school year are counted as a year, however, teaching only half a year, would be counted as half a year of service. Maternity and sick leaves, or a leave of absence do not count in your years of service. Foothills Local ATA has a database, so we will update this every year. If you have questions, or would like to make changes to your information, please contact the local secretary.

All being honored, and a guest are invited, with tickets sponsored by the Foothills ATA local.

Any other staff, family or friends of honorees wishing to attend are encouraged to do so, provided they have pre-registered and prepaid for tickets. See your School Representative for more details.

At the first local CSR meeting, dates and details will be provided in regards to these events. CSR's will have tickets, and deadlines for purchase. We encourage everyone to attend, to support and honor the new teachers, the retiring teachings, and those who are being honored for years of service in the ATA.

E. For Service in the Local

1. Honiara will be paid each year to the following positions:

President	\$1000.00
Past President	\$360.00
Secretary	\$800.00
Treasurer	\$800.00
PD Chair	\$700.00
Vice President	\$360.00
EPC Chair	\$500.00
Communications Chair	\$325.00
Political Engagement Chair	\$325.00
Social Chair	\$325.00
Joint Committee Chair	\$325.00
CAFEC	\$325.00
ARA Delegates (5)	\$650.00
Summer Conference (1-5)	\$650.00
NSC Members (4)	\$325.00

- Negotiating years only

2. Honoraria will be paid out at the end of June. Individuals must fill in a form (which includes Social Insurance Numbers) and may be issued a T-4 by The Alberta Teachers' Association. Individuals who are in the position of President, Past President, Vice President, Secretary and Treasurer will also be deducted for Employment Insurance.
3. ARA Delegates will be compensated \$650.00 in order to attend the Annual Representative Assembly.

All receipts required by the Treasurer.

F. Release Time

1. The President shall be entitled to 10 days of release time each year, at the Local's expense.

2. Other executive members requiring release time for ATA business must have permission from the President to use a portion of the President's release time.

G. Beginning Teacher Conference (BTC)

This event is hosted in Calgary each year.

The conference offers various P.D. sessions and activities to new teachers. Previous Foothills attendees have indicated that this ATA Professional Development opportunity was a positive learning experience.

Foothills Local #16 provides expense-recovery funding for several 1' or 2nd year contracted teachers to attend (Pre-registration must be done through the Local Treasurer to be compensated for expenses incurred during the conference.) Those pre-registered, as above, may claim valid expenses up to a maximum of \$500. Valid expenses are limited to: food and non-alcoholic beverages, accommodations and transportation/gas. ***N.B. Expense receipts MUST be submitted by October 31, or the expense claim will be ruled invalid.**

Locally sponsored teachers are encouraged to provide a brief summary of their BTC experience to the Local.

H. Summer Conference

For five days every August, the ATA hosts a Summer Conference, (typically in Banff). At Summer Conference, members engage in training sessions to gain knowledge about the working of the Provincial Association and more specifically about effective ways to serve in local positions. Foothills #16 is allowed to send five members to conference each year. Sessions usually offered include:

Bargaining - for EPC/NSC members
Communications – for Communications Officer
Political Involvement - for Political Involvement Officer
Local Leadership - for any member elected to a Local Executive Position
Local President's Seminar - for President Professional
Development - for Local P.D. facilitators

Summer Conference Delegates will be given a \$650.00 honorarium for their time spent at the Conference.

Summer Conference Expense Reimbursement:

Option 1 - Staying on campus

- You will be reimbursed for the cost of room and meals set by the ATA.
- You will receive the current mileage amount for the trip there and back.
- A National Park permit for the time you are at the conference will be reimbursed.

Option 2- Staying off campus

- You will be reimbursed for the cost of room and meals set by the ATA.
- You will receive the current mileage amount for the trip there and back.
- A National Park permit for the time you are at the conference will be reimbursed.

I. Teachers' Convention

It is a professional and legal obligation that teachers are to attend the Palliser Convention for 2 days each year. PD sessions, general interest sessions, networking and a teacher resource fair are all part of what goes on at convention. The Local elects members to serve on the Palliser Convention Board to ensure that Foothills teacher's interests are represented.

NOTE: Only the Palliser Convention Board is empowered to give permission for a teacher not to attend the convention. Application must be submitted to the Convention Board by mid January.

Appendix A

FOOTHILLS LOCAL NO 16 CONSTITUTION

Name

1. The name of this local shall be Foothills Local Association of The Alberta Teachers' Association.

Boundaries

2. The area served by this local shall include Foothills School Division No 38.

Membership

3. (1) All active members of The Alberta Teachers' Association employed by the Foothills School Division No 38 are members of this local.

(2) Associate members of The Alberta Teachers' Association such as are assigned from time to time by the Provincial Executive Council of the Association and who pay the prescribed local association fee may become members of this local association with all rights and privileges of active members.

Objects

4. The objects of this local association shall be to further the objects of The Alberta Teachers' Association as set out in section 4 of the *Teaching Profession Act* and the ATA General Bylaws and such others as may be added by the local and approved by the Provincial Executive Council.

Fees

5. This local association shall have the power, subject to approval of the Provincial Executive Council of The Alberta Teachers' Association, to levy fees for membership in this local association such as are determined from time to time in a general meeting of the local association. Such fees shall be additional to the fees prescribed by the Annual Representative Assembly.

Rules of Procedure

6. The proceedings of all meetings - general, special, local council and executive committee - shall be regulated by the official Rules of Order and Procedure as published in the *Members' Handbook*.

Organization

7. The governing body of this local shall be a general meeting of its members, 10 per cent of whom shall constitute a quorum. Those in attendance shall decide any issue unless regulations otherwise decree.
8. A general meeting of this local shall be held at least once a year to hear reports and deal with same, hold elections, approve and set policy and deal with such other matters as may arise.
9. There shall be constituted a local council of this local consisting of:
 - (a) all members of the executive committee,
 - (b) school staff representatives, other than executive committee members, elected in September by each school staff according to the following schedule:
 - (i) one representative from each staff of one to nine teachers,
 - (ii) two representatives from each staff of 10-19 teachers,
 - (iii) three representatives from each staff of 20 or more teachers,
 - (c) ARA representatives if not members of the executive committee,
 - (d) Foothills Economic Policy committee Negotiating Subcommittee members,
 - (e) convention representatives as per Palliser District Teachers Convention Association policy.
 - (f) Calgary Area Field Experiences Committee (CAFEC) representative(s),
 - (g) Foothills Joint Committee representative(s),
 - (h) one representative from the substitute teacher group, elected by the substitute teachers.

10. Members of this local other than members of the local council may attend council meetings and have a right to address the meeting but may not vote.
11. The duties of the local council shall be:
- (a) to administer the affairs of the local association,
 - (b) to appoint all standing and ad hoc committees as required, unless otherwise specified in this constitution,
 - (c) to approve frames of reference for each of its committees,
 - (d) to hear reports from committees and decide on action to be taken, if any,
 - (e) to appoint representatives to district convention committee, the Annual Representative Assembly, Summer Conference and others as decided by the local council,
 - (f) to deal with other matters not inconsistent with this constitution or the ATA General Bylaws,
 - (g) to approve local budget each fall no later than the October council meeting,
 - (h) to appoint any position not filled at a general meeting,
 - (i) to authorize honoraria to positions as deemed necessary.
12. The local council shall meet at least every other month beginning with September, except for July and August.
13. Forty per cent of the members of the local council shall constitute a quorum.
14. The executive committee of this local shall consist of: president, vice-president, past president, secretary, treasurer, communications officer, economic policy committee chair, professional development chair, joint committee chair, political action chair and policy advisory representative(s). All the above have the right to vote. No member shall have more than one vote. The quorum of the executive committee shall be one more than 50 per cent of its members.
15. The duties of the executive committee shall be:
- (a) to prepare the agenda of business for all meetings,
 - (b) to exercise general supervision of the affairs of the local association,
 - (c) to prepare and transmit to head office of The Alberta Teachers' Association such reports and statements with reference to the affairs of the local association as may be required by Provincial Executive Council of The Alberta Teachers' Association
 - (d) to ensure that all Association moneys are used to further the objects of the Association as set out in the Teaching Profession Act,
 - (e) to set a tentative budget in the spring of each year,
 - (f) where time is of the essence, to assume the functions of the local council,
 - (g) to disburse funds of the association in accordance with the budget approved by the October council meeting.
16. The executive committee shall meet as often as local business requires, but at least once per year.
17. Notices of intent to hold a general, special, local council or an executive meeting shall be transmitted by the secretary at least 10 days before such a meeting is to be held, and such notices shall include an outline of the agenda of business to be discussed at the meeting provided that any special or general meeting may, by a two-thirds vote of the total number of members on the roster, waive notice of a meeting or any motion, brought before this meeting.
18. (1) Meetings of this local association shall be called by the president or on the request of the executive or local council or on the written request of 10 members of the local or at the request of an executive assistant of The Alberta Teachers' Association or at the request of the district representative of whose district this local association forms a part.
- (2) Meetings of the bargaining unit shall be called by the president or on the request of the executive or local council or by the chair of the Economic Policy Committee or on the written request of 10 per cent of the members of the bargaining unit.

19. A record shall be kept of all those attending general, special, local council and executive committee meetings of this local.

20. An executive assistant of The Alberta Teachers' Association or district representative of whose district this local forms a part may attend and participate in any meeting of this local association. These individuals shall not have a vote.

Duties of Officers

21. (1) President The duties of the president shall be:

- (a) to call and preside at all general, local council and executive committee meetings of this local,
- (b) to exercise general supervision over the affairs of this local association,
- (c) to serve as ex officio member of all local committees,
- (d) to serve as an Annual Representative Assembly delegate.

(2) Vice-President The duties of the vice-president shall be:

- (a) to take charge of the affairs of this local association in the absence of the president,
- (b) to assist the president in the discharge of those duties.

(3) Secretary The duties of the secretary shall be:

- (a) to keep accurate records of all proceedings of this local association,
- (b) to bring before the executive committee of this local association all communications received by the local,
- (c) to prepare and send notices calling all meetings whether regular, special, local council or executive committee,
- (d) to prepare and send to head office of The Alberta Teachers' Association such statements and reports as may be required,
- (e) to act as custodian of all official documents of or belonging to the local association,
- (f) to distribute newsletters and other material from head office of The Alberta Teachers' Association to proper local officials.

(4) Treasurer The duties of the treasurer shall be:

- (a) to keep accurate records of all moneys received and collected and to take charge of same,
- (b) to make disbursements of the funds of this local association as authorized by the executive committee, the local council or general meeting,
- (c) to arrange to have the local and professional development books audited annually according to the regulations of The Alberta Teachers' Association,
- (d) to prepare and send to head office of The Alberta Teachers' Association such statements and reports as may be required,
- (e) to prepare and bring before executive and council meetings written financial reports.

(5) Local ARA Representatives The duties of each representative of this local association shall be:

- (a) to represent this local association at all representative assemblies of The Alberta Teachers' Association,
- (b) to report the proceedings of all representative assemblies of The Alberta Teachers' Association to the local council and to such other gatherings as may be decided,
- (c) to attend meetings specifically called for ARA and to attend local council meetings (reasons for absence to be reported to local president).

(6) School Staff Representatives It shall be the duty of the school staff representatives to report on the activities of the local council to their respective school staffs.

(7) Local Communications Officer It shall be the responsibility of this officer to carry out a communications program with the teachers in the local and between the local and its various publics. All actions of this officer shall be subject to prior approval by the executive of the local involved.

(8) Policy Advisory Representative(s) It shall be the duty of the policy advisory representative(s) to represent local council on the policy advisory committee(s).

(9) Convention Representatives It shall be the duty of the convention representatives to attend meetings of the Palliser District Teachers' Convention Association Committee and report back to local council.

(10) Past President It shall be the duty of the past president to chair the annual nomination committee and to perform any other duties as assigned by the president.

Committees

22. (1) Economic Policy Committee(s) It shall be the duty of the Economic Policy Committee to operate according to the frame of reference as approved per clause 11(c) of this constitution.

(2) Communications Committee It shall be the duty of this committee to assume general responsibility for all public relations activities undertaken by this local association and to render assistance as requested by the communications officer to facilitate both internal and external communication.

(3) Professional Development (PD) Committee It shall be the duty of the PD Committee to operate according to the frame of reference as approved per clause 11(c) of this constitution.

(4) Joint Committee It shall be the duty of Joint Committee members from this local to discuss problems and issues of mutual interest with members of the board appointed to the committee.

(5) Sabbatical Committee It shall be the duty of the committee to meet with board representatives to select the teacher(s) who will be granted sabbatical leave(s) for the following school year.

(6) Political Action Committee It shall be the duty of this committee to work with the local executive in initiating teacher and local participation in both provincial and school board elections; to maintain constant liaison with and advise the MLA of local ATA concerns; in conjunction with the local communications officer to prepare for release to the press material in support of the teachers' concerns, to invite and act as host to political persons at local ATA social functions; to lead action in political matters initiated by Provincial Executive Council and advise on political implications of proposed courses of action.

Elections

23. (1) The officers, president, vice-president, secretary, treasurer, ARA representatives and local communications officer shall be elected by a vote of members of this local association not later than June 25 of each school year. The term of office shall be the period from July 1 to June 30.

(2) A vacancy on the executive committee occurring between annual elections shall be filled by appointment of a member of this local association by the remaining members of the local council.

(3) Should one or more of the ARA representatives or EPC representatives be unable to fulfill the term of office, replacements shall be appointed by the local council.

(4) The Economic Policy Committee shall be elected pursuant to the EPC frame of reference for that bargaining unit.

(5) The Professional Development Committee shall be elected pursuant to the PD frame of reference.

(6) The representatives to the Palliser District Teachers' Convention Association board shall be elected at a council meeting, no later than the April council meeting each year for the following year's convention.

Substitute Teachers Group

24. (1) At the request of 10 or more substitute teacher members, this local shall organize a substitute teacher **group**.

(2) Those eligible for participation in the group shall be members who substituted for at least one day during the previous twelve-month period.

(3) An appropriate budget for the group shall be as follows:

(a) its objects shall be to advance the professional skills and knowledge unique to substitute teaching and to advance within the local the special interests of substitute teachers,

(b) it shall have at least one general meeting per year,

(c) it shall elect a chair, a vice-chair, a secretary-treasurer and two members-at-large to an executive which shall be responsible for organizing activities to promote the objects of the group,

(d) its executive shall present to the local an annual report on its activities and of the disbursement of its **funds**.

General

25. The financial year of this local shall be July 1 to June 30.

26. (1) This local association shall reimburse members acting on its behalf for all authorized out-of-pocket expenses.

(2) This local association shall pay all expenses as determined and authorized by the local council and/or general meeting.

27. Amendments to this constitution may be made after a two-month notice of motion and on the recommendation of the executive and/or local council by a two-thirds vote at a general meeting of this local association subject to ratification by Provincial Executive Council of The Alberta Teachers' Association.

Ratified by TOC on behalf of PEC, 1995 01 09.

Amendments ratified by TOC on behalf of PEC 1999 11 08, 2004 10 13.

Appendix B

ECONOMIC POLICY COMMITTEE - FRAME OF REFERENCE

Foothills School Division No 38

1. Preamble

This committee shall be called the Foothills Economic Policy Committee, hereafter referred to as the EPC. It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by Foothills School Division No 38.

2. Duties and Responsibilities

The EPC shall exist for the following reasons:

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

3. Membership

- 3.1 The EPC shall consist of ten (10) members of the bargaining unit elected pursuant to this Frame of Reference. They shall be the voting members of the EPC.
- 3.2 The EPC shall include as non-voting members the district representative and those staff officers and consultants assigned from time to time to the EPC by the Alberta Teachers' Association.
- 3.3 The president of Foothills Local No 16 acting in an ex-officio capacity.

4. Election of EPC

- 4.1 The nine voting EPC members shall be elected by secret ballot at schools no later than 60 school days after the conclusion of a Memorandum of Agreement.

- 42 Members of the EPC shall be elected on the basis of three EPC members from each of three wards and the tenth EPC member shall be an administrator elected by members of the Foothills Local No 16 administrator group. The following schools will comprise each ward:

Ward I:

Okotoks Junior High	Big Rock
Percy Pegler Elementary	Dr Morris Gibson
Foothills Composite High	Alberta High School of Fine Arts
Cameron Crossing	Heritage Heights
Education Plus (Okotoks)	

Ward II:

Joe Clark Elementary	Education Plus (High River)
Spitzee Elementary	MacMillan Colony
Senator Riley	Cayley Colony
Highwood High	High River Colony
Cayley	Division Office
Blackie	

Ward III:

Red Deer Lake	Longview
Millarville	Oilfield Jr/Sr
Turner Valley	Stampede Ranch
C Ian McLaren	Education Plus (Black Diamond)

- 4.3 Following the elections, any vacancies in any ward may be filled by appointment from the membership at large within 10 school days of the election.

5. Executive

- 5.1 The executive officers of the EPC shall consist of the EPC chair, vice-chair and the secretary.
- 5.2 The executive officers shall be elected from and by voting members of the EPC.

6. Duties

- 6.1 EPC Chair

Chairs EPC meetings, represents the EPC in its relationship with the general membership, attends Local council meetings as required by the Local constitution and requests the calling of bargaining unit meetings by the local president.

6.1.1 Vice-chair

Acts on behalf of the chair in his/her absence.

6.1.2 Secretary

Keeps an accurate record of all EPC meetings and performs such other internal communications functions as may be assigned from time to time.

- 62 All members are expected to attend meetings called by the chair. A majority of the voting members shall constitute a quorum.
- 63 Absence from three consecutive meetings without reasonable cause or consent will result in that position being declared vacant by a motion of the EPC. The member shall be informed of the committee's decision by the chair.
- 64 At least two meetings will be held per school year. The first meeting shall be between September 1 and December 31, the second between January 1 and June 30.

7. Committees

- 71 Negotiating Subcommittee (NSC)
The NSC shall consist of four (4) voting members elected from and by the economic policy committee. These members shall engage in collective bargaining with authorized representatives of the Board. The NSC shall select, from its members, an NSC chair.
- 72 Grievance Committee
The Grievance Committee shall consist of two (2) voting members elected from and by the voting members of the EPC to represent teachers on the Grievance Committee established by the collective agreement.
- 7.3 The EPC may appoint such other subcommittees as deemed necessary.
- 7.4 The chair of any committee shall act only with the consent of a majority of the committee or subcommittee.

8. Term of Office

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

9. Emergency Replacements

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

10. Meetings of the EPC or Bargaining Unit

- 101 Meetings of the EPC shall be called by the chair of the EPC on the chair's initiative or at the request of:
 - 10.1.1 a majority of voting members on the EPC,
 - 10.1.2 a majority of the EPC executive,
 - 10.1.3 the Representative of the Bargaining Agent (RBA), the president of the Local or
 - 10.1.4 written request of 10 percent of the membership of the bargaining unit.
- 102 Meetings of the bargaining unit shall be called by the president at the request of the EPC chair on the chair's initiative or at the request of:
 - 10.2.1 a majority of voting members on the EPC,
 - 10.2.2 a majority of the EPC executive,
 - 10.2.3 the chair of the NSC,
 - 10.2.4 the president of the Local or
 - 10.2.5 the Representative of the Bargaining Agent.
 - 10.2.6 written request of 10 percent of the membership of the bargaining unit.
- 103 Notwithstanding the Local constitution, notice of intent to hold a meeting shall be given to members in writing at least five days in advance if possible.

11. Quorum

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

12. Rules of Procedure

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

13. Finances

The EPC shall prepare and submit to the Local an annual budget for approval by the Local.

14. Preparation Procedure

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

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

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

14.3 Subsequent to the procedures outlined above, the EPC shall prepare a final initial proposal for transmission to the Board and provide members of the bargaining unit with a copy.

15. Negotiating an Agreement

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

15.1.1 The NSC may sign a memorandum of agreement when, in their opinion, the conclusion of a memorandum of agreement is warranted, or

15.1.2 The NSC may bring a Board offer to teachers or

15.1.3 The NSC reports back to meetings of the teachers when they are of the opinion that further negotiations are not likely to be productive and may request further instructions.

16. Ratification of the Collective Agreement

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

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

16.2 Members shall register upon entry to the assembly.

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

AGENDA

1. Call to Order
Declaration of closed meeting of the Bargaining Unit
Introductions

2. Explanation of procedures to be used during meeting (voting and other)
3. History of Negotiations
4. Presentation of the Issue (e.g., board offer, memorandum, etc)
5. Question Period for Clarification - no debate
6. Explanation of Future Procedures, if applicable
7. Motion on the Issue (e.g., Motion to accept the Memorandum of Agreement)
8. Recommendations to Membership (from EPC, NSC, etc)
9. Debate on Motion
9. Vote (by secret ballot, the ballots and ballot boxes are made available at this point and only one ballot shall be accepted from each voter)

- 10 Other Business (if votes on other issues are required, the procedures used shall be in accordance with items 3 to 9 above).
- 16.4 Except where time is of the essence the text of proposed amendments to the collective agreement shall be made available in writing to the members of the bargaining unit prior to the meeting.

17. Ratification of this Frame of Reference

This frame of reference takes effect and shall become binding upon:

- 17.1 Affirmative vote of a simple majority of the EPC members,
- 17.2 Affirmative vote by a majority of the teachers of the bargaining unit at a properly called meeting or by the Local executive,
- 17.3 Ratification by Provincial Executive Council.

18. Amendments to this Frame of Reference by the EPC

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

- 18.1 Notice of motion of intent to amend shall be given at a preceding EPC meeting,
- 18.2 The amendment shall be approved by a majority of the EPC members,
- 18.3 The amendment shall be approved by local council,
- 18.4 The amendment shall take effect when ratified by Provincial Executive Council.

19. Amendments to this Frame of Reference by the Local Council

- 19.1 Notice of motion of intent to amend shall be given at a preceding local council meeting.
- 19.2 Consultation with the EPC prior to a vote being taken.
- 19.3 The amendment shall be approved by a majority of local council members.
- 19.4 The amendment shall take effect when ratified by Provincial Executive Council.

20. Effective Period

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

[Ratified by Economic Policy Committee 2000 02 07]

[Ratified by Local Council 2000 03 02]

[Ratified by Provincial Executive Council 2000 04 06-07]

[Amended and Ratified by Economic Policy Committee 2003 04 28]

[Amended and Ratified by Local Council 2003 05 06]
[Amended and Ratified by Provincial Executive Council 2003 06 12-13]
[Amended and Ratified by Economic Policy Committee 2005 10 13]
[Amended and Ratified by Local Council 2005 11 01]
[Amended and Ratified by Provincial Executive Council 2005 12 01-02]

Appendix C

Foothills ATA Local #16 Joint Committee Framework

From the CBA, 2004-2007

19. Joint Committee.

19.1 The board and the teachers recognize the advantages and acknowledge the mutual benefits to be derived from effective communication between trustees, teachers and administration. Teachers also recognize the right and responsibility of the board to formulate policy. For these reasons, a consultative Committee, to be known as the "Joint Committee" shall be formed, consisting of the Superintendent (or delegate), two (2) divisional trustees, and three (3) representatives of the ATA local association (one from the elementary level, one from the junior high level and one from the senior high level), the local shall choose the ATA Representatives . That Committee will meet at least four (4) times a year.

At the first meeting, the Committee shall make the rules of procedure that it considers necessary or desirable for its proper functioning.

The Committee shall concern itself with matters designed to improve the teacher and learning situation, or other matters of mutual interest and concern at the school level.

The Committee shall not deal with grievances or discuss the modification of the collective agreement or any other matter properly left to the normal collective bargaining process. No agreement, decision or action of the Committee shall be construed by any party as an interpretation or modification of the collective agreement.

Introduction

The responsibility for coordination of the Joint Committee rests with the ATA representative to contact the Superintendent (or delegate).

The purpose of this handbook for the Joint Committee is to provide basic information and guidelines, which will assist the Joint Committee to get the most from their meetings.

The Joint Committee is designed to provide, through discussion, the opportunity for teachers to have direct access to and get responses from the ATA representatives to their employer regarding any questions or problems involving the educational system of the school district.

This handbook is, therefore, intended as a resource book for Committee members and to lay down some salient suggestions with respect to the selection, administration, roll and function of this Committee.

Terms of Reference and Guidelines

In an attempt to ensure the smooth working of the Joint Committee, the terms and guidelines have been developed for committee operations. The terms and general guidelines have been discussed with all members of this consultative committee.

A. Terms of Reference

1. To discuss items of mutual interest and concern between the School Board and its teachers.
2. To act as a sounding board for ideas when the School Board is developing policies on educational matters or on matters affecting the working conditions of teachers.
3. The Committee shall not deal with grievances nor discuss the modification of the collective agreement or any other matter properly left to the normal collective bargaining process.

B. General Objectives

1. To improve teacher-board relations.
2. To contribute to a high level of moral in the school system.
3. To improve the general efficiency of the school system.
4. To provide effective immediate two way communication for the exchange of ideas and information pertaining to the operation of the educational system within the school district.
5. To discuss education needs, trends, and innovations and their instructional and administrative implications.
6. To anticipate and deal with problems that may interfere with the effectiveness of the educational process.
7. To be an effective mechanism for the discussion of issues of a local nature within the school district.

C. Specific Guidelines for ATA Representatives

1. Study all articles of the collective agreement and seek for the economic policy clarification of articles where doubts exist as to interpretation.
2. Know, and strictly adhere to, the terms of reference and general guidelines of the Joint Committee.
3. Exercise professional ethics at all the meetings. Issues which conflict with the board's code of ethics should not be dealt with through Joint Committee.
4. Develop sound rationale for positions taken.
5. Be very wary of permitting discussions to lead to an impasse. Move to have such matters tabled, and then seek further information and advice.
6. Be alert to concerns of teachers you represent. Endeavour to identify widespread or particularly difficult problems, communicate these to the executive and then the membership at local council and keep teachers informed of all developments.
7. Give advice on procedures for strengthening the relationship between teachers and the School Board.

D. The Teacher Representative and the Collective Agreement

All members of the Joint Committee must be thoroughly familiar with the collective agreement. When issues or concerns are raised at the Joint Committee table that relate directly to or effect terms and conditions of teacher's employment, members will be able to recognize the situation and act accordingly.

In some instances, teachers might report to the teacher representative on the Joint Committee, situations that should properly be the subject of a grievance between a teacher and the board. The teacher should be informed that such a situation should be immediately reported to the EPC. They will advise how to proceed and, in addition, will personally follow up to see that due process is given. Individual grievances should be pursued in the above manner and should not become a new agenda item for discussion at the Joint Committee meetings.

In the event that such an issue arises from discussion at the table, it is the responsibility of the teacher representatives to ask that the issue be removed from the table and see that no further discussion takes place.

Meetings of the Local Joint Teacher Committee

It cannot be stressed too strongly the importance of meetings of the ATA representatives prior to their meeting with the School Board appointees. These meetings are very important as an opportunity for the Joint Committee to develop a unifying approach to the first and each subsequent meeting. Only if the Joint Committee Representatives are well prepared and have a good understanding of what they are attempting to do will they be able to competently serve their fellow teachers. Because of the value of these meetings, the teacher representatives should allot sufficient time to adequately deal with each item of interest whether their meetings are held on the same day as Joint Committee meetings or on some earlier date. Some of the concerns, which these meetings should address, might be as follows.

A Cohesiveness

- To provide an opportunity to get to know the other ATA Joint representatives point of view and information;
- To identify those areas where the representative or the group feels most competent or best informed, or if more information may be necessary;
- To aid its individual representative, if necessary, to become more knowledgeable in any area of concern;
- To decide, if necessary, to become more knowledgeable in any areas of concern;
- To make certain that the items that are to be discussed fall within the mandate given to the Joint Committee and that they are not solely of personal nature or do not infringe upon the collective agreement

B. Smooth Operation

- To decide on a course of action if the meeting has not yet been called;
- To discuss the rules of procedure that are deemed necessary or desirable for its proper functioning;
- To arrange for an ATA representative to report on your meeting;
- To have a clear understanding of what you are to bring up at the Joint Committee meeting, especially with regard to the direction in which you wish to pursue the concerns of the teachers;
- To carefully consider any items which the School Board may have listed, if there is a pre arranged agenda, and to come up with the united approach for the discussions of these items at the meeting.

C. Maximum Utilization of the Process

- To plan the most effective means of utilizing the meeting with School Board appointees;
- To decide on which items of concern should be given priority attention at the Joint Committee meeting;
- To be constantly aware of the time so that the meeting does not slip away with little of note being accomplished;
- To be constantly on the lookout for friction developing between members on both sides and to work to alleviate this friction since the purpose of the meeting is to have a better understanding between the School Board and teachers about certain areas of concern and not to create new and possibly even more serious problems;
- To end the meeting with a definite date and a tentative agenda for the next meeting if at all possible.

D. Your Role as a Teacher Representative

- To open and maintain lines of communication and cooperation with the School Board representatives so that issues can be discussed and solutions reached;
- To determine how you can best maintain a two way communication with teachers;
- To ensure that the priority concerns of teachers are being brought to you and will receive adequate attention;
- To determine how to best publicize your meeting so that the teachers are more aware of your Committee and its activities;
- To decide on the best way to provide information about your meetings to teachers at large after each meeting is completed;
- To decide on how to make yourselves more available to the teachers so that they can express their concerns.

Communications

A. Obtaining Teacher Input

ATA representative be familiar with the procedures for obtaining input from teachers regarding issues that teachers wish to have brought to the School Board/Teacher Joint Committee meeting. Regular contact with the

school representatives needs to be established and followed so that teachers have sufficient opportunity to be aware of the liaison process and to suggest issues for Joint Committee meetings.

B. Reporting on Meetings

In communicating the results of the School Board Teacher Joint Committee meetings report to the following:

1. Report at the executive meeting that will be reported on at the ATA local meeting;
2. It is desirable that a written report be accompanied with the Joint Committee report at the ATA local meeting.

Roles

The Role of the Joint Members

The members must be capable of dealing with problems presented and endeavor at all times to avoid clashes of personalities. However, divergent points of view on both sides may be common and always deserve an attentive ear. The members should be capable of responding to the merits of any presentation rather than to the presenter.

A. The Role of the Committee

1. Liaison must be built on common ground. The School Board Teacher Joint Committee represents two distinctly different entities. Both have goals, policies and procedures that are identical in some cases, only similar in others and totally dissimilar in still other cases. It is only if concentration is placed on the commonalities of both groups that new levels of cooperation will be achieved.
2. If only the members of the Committee understand and communicate with each other, then the process of liaison has merely begun. That process will not be completed unless communication occurs between the Committee members and those they represent. The success of liaison will be a direct result of how well the Committee members succeed in setting up an effective channel of communication.
3. The representative of each group must remember that they speak on behalf of their groups and not solely of their own. Both groups, then should have elicited, assimilated, and discussed prior to any meetings the point of view of those they represent so as to form a cohesive force in a meeting situation; not a sprinkling of diverse ideas. If this is not done, meaningful liaison will be impossible.

B Role of Joint Committee

For School Board/ Teacher Joint Committee to effectively carry out their mandate, the Joint Committee needs to play a positive role in advising and preparing teachers aware of the process. This can be accomplished in several ways:

1. Joint members will be available to provide direction and expertise when needed in areas such as:
 - a. The role of teachers;
 - b. Duties and responsibilities of teachers as well as the Committee as a whole;
 - c. The dynamics of discussions and other techniques which can be used to identify and solve problems satisfactorily, and;
 - d. The parameters within which teachers should stay in dealing with identified problems or issues.
2. Joint Committees will familiarize the teaching community with the concept of School Board/ teacher Joint Committee so the teachers are aware of the existence, mandate and accomplishments of such Committees.

Sample Topics

The following list of topics has been garnered from sets of minutes and/or reports from various other Joint Committees of past years and suggestions from various sources. A review of the list may help you in determining the types of issues that are part of that liaison process. Are these issues of concerns?

- A. Administrative issues
 - 1. Supervision;
 - 2. School bus safety;
 - 3. Hiring practices;
 - 4. Transfers;
 - 5. Holiday schedule;
 - 6. Insurance;
 - 7. Financial support to attend workshops;
 - 8. Budget.

Appendix D

ATA FOOTHILLS PROFESSIONAL DEVELOPMENT COMMITTEE FRAME OF REFERENCE

A . Name

The name of this committee shall be the Professional Development Committee of the Foothills Local No 16, ATA,

B . Objects

The professional development committee shall be the advocate for the professional development opportunities and activities undertaken in the jurisdiction. The work of the committee will be undertaken in accordance with the professional development policies of the provincial Association and the Foothills Local ATA constitution.

C . Duties and Responsibilities

1. In general:

- a. The professional development committee will help build linkages between the various professional development opportunities for teachers, school-based, local institutes, conventions, in-service, specialist councils, etc.
- b. The professional development will generally exercise leadership in all matters pertaining to all professional development activities undertaken by the local.
- c. The professional development committee is responsible to the local for a yearly financial statement and for a written annual report of its activities.

2. In particular:

The professional development committee has the following duties:

- a. To be responsible for the active promotion and organization of school-based professional development activities.
- b. To seek input and feedback from teachers and/or school staffs in regard to Professional development needs and how these needs can best be met.
- c. To disseminate information through the Local website and/or e-mail
- d. To recommend, where appropriate, changes in the policies of the school jurisdiction, collective agreement and/or the constitution of the local teachers' association which have an impact on the mandate of the professional development committee.
- e. To consult with professional development staff officers, district representatives, professional development facilitators (as assigned) and members of the local.
- f. To attend, if possible, Professional Development Area Conferences and the PD Course at the Summer Conference.
- g. To assist in coordinating and developing local responses to professional development issues.
- h. To ensure that appropriate payments are made.
- i. To provide expertise and financial assistance, where possible, to school staffs and other teacher groups in the area of professional development.

- j. To develop and maintain a budget.
- k. To keep a record of the minutes of the meetings.
- 1. To establish operational policy and procedures for any subcommittee that may be formed for the professional development committee.
- m. To establish procedures through policy handbook for the consideration of funding applications for conferences, school and school-system professional development activities.

D Membership

- 1 The professional development committee shall consist of the following voting members:
 - a. (1) representative(s) from each school in the division;
 - b. (1) representative(s) from the central office (non-voting);
 - c. (1) representative(s) from the guest teachers;
 - d. (1) representative(s) from the teachers' convention association
- 2 The district representative and those staff officers and professional development facilitators who may attend professional development meeting from time to time shall be non-voting members of the professional development committee.
- 3 The president of the local or designate acting in ex-officio capacity shall also be a member of the professional development committee.
- 4 The members of the professional development committee are expected to:
 - a. Attend all meeting of the professional development committee, or if unable to attend, to ensure that a substitute representative is present;
 - b. Be prepared to serve on a sub-committee of the professional development committee;
 - c. Provide full and effective communication for their constituency both to and from the professional development committee;
 - d. Elect annually from its members the following officers: a chair, a co-chair, and a secretary-treasurer (or a secretary and a treasurer). These positions are called officers of the committee.

E Officers

- 1. The officers of the professional development committee shall consist of the chair, a co-chair and a secretary-treasurer (or a secretary and a treasurer).
- 2. These officers on the professional development committee will be elected from and by the teacher members of the committee.
- 3. The officers of the professional development committee are expected to:
 - a. Chair
 - Call meetings of the PD committee as the need arises.
 - Set the agenda for each meeting.
 - Chair all committee meetings.

- Attend Local Council meetings and submit a report of committee activities.
- Attend Policy Committee meeting.
- Attend Professional Development Area Conference (PDAC) called by the region.
- Review the PD Guidelines with new committee members early in the school year.
- Act as a member of the Executive Committee.
- Submit an annual report to the Local.
- Submit an annual budget to the Local for approval.

NOTE: SELECTION OF THE CHAIR IS GUEST SUBJECT TO PROVISIONS WITHIN THE FOOTHILLS LOCAL CONSTITUTION.

b. Co-chair

- Assist the chair in the discharge of duties.

c. Secretary-Treasurer

- Keep accurate business records of all professional development meetings;
- Perform such other internal communications functions as may be assigned from time to time;
- Prepare a budget;
- Record all monies received and distributed;
- Present financial statements at meetings, if necessary;
- Make available professional development books for an audit; submit to accountant
- Prepare, prior to the Local Annual General Meeting (AGM), a yearly financial statement for the treasurer.

F. Term of Office

All professional development committee members, officers and subcommittees are deemed to be elected (as per Foothills Local constitution).

G. Committees

The professional development committee shall establish subcommittees from time to time as required.

H. Emergency Replacements

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

I. Meetings of the Professional Development Committee

1. The professional development committee shall meet four times a year or as deemed necessary.
2. Notice of intent to hold a meeting shall be given to members as soon as possible with agenda sent to each school representative.
3. It is the duty of each elected member of the Professional Development Committee to attend meetings for the purpose of reporting and communicating.

J. Quorum

A majority of the voting representatives on the professional development committee shall constitute a quorum.

K. Rules of Procedure

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

L. Finances

1. The Professional Development Committee will be funded by the Local.
2. The Professional Development Committee shall prepare and submit to the Local's annual budget.
3. The Professional Development Committee shall reimburse members and disperse funds on the basis of the attached schedule according to the policies outlined in Appendix 2.

M. Ratification of this Frame of Reference

This Frame of Reference shall be approved in accordance with the terms of the Local Constitution.

N. Amendments to this Frame of Reference

1. Amendments to the Frame of Reference shall be made with the terms of the Local Constitution.
 - a) Notice of Motion of Intent to Amend shall be given at a preceding professional development committee meeting.
 - b) Except when time is of the essence, the text of proposed amendments shall be made available in writing to the members prior to the meeting.
2. The amendment shall be approved by a two-thirds vote of the Professional Development Committee.
3. The amendment shall be approved by the majority of teachers of the local council at a properly called meeting.

Appendix E

Foothills ATA Meeting/Business Claim Form

Name: _____ School: _____

Meeting Name: _____ Location: _____

Date/s: _____ Time Meeting Started: _____

Please fill out the information on this form, attach all required receipts, and submit it to Rose Bauer at Highwood High School.

Accommodations: _____ Night(s) (Receipt Required) _____

Mileage: _____ **kms \$0.52/km** _____

Meals: (Receipt Required) (Alcohol is not claimable) Maximum: \$50.00

Suggested Breakdown:

Breakfast @ \$ 8.00

Lunch @ \$10.00

Supper @ \$17.00

Total \$ _____

Parking: Cost x _____ **Day(s)** (Receipt Required) _____

Other: _____ (Receipt Required) _____

Total Expenses \$ _____

Signature: _____ **Date:** _____

Cheque Number: _____ **Date:** _____

Appendix F

Foothills ATA Local No. 16

Receipt of Honorarium

<i>Name</i>	
<i>Position</i>	
<i>Address</i>	
<i>Town</i>	
<i>Postal Code</i>	
<i>SIN</i>	
<i>Signature</i>	

Amount of Honorarium _____

Less EI

Total Paid _____

Date: _____

Cheque No. _____

Appendix G

Acronyms & ATA Contact Numbers

AAI	Association Administrator Instructor
AI	Association Instructor
ARA	Annual Representative Assembly
ASBA	Alberta School Boards Association
ASEBP	Alberta School Employee Benefit Plan
ASLC	Alberta School Library Council
ATA	Alberta Teachers' Association
ATRF	Alberta Teachers' Retirement Fund
CASS	College of Alberta School Superintendents
CATCA	Central Alberta Teachers' Convention Association
CCTCA	Calgary City Teachers' Convention Association
CATCA	Central Alberta Teachers' Convention Association
CETCA	Central East Teachers' Convention Association
COATS	Council on Alberta Teaching Standards
CSA	Council on School Administration
CTF	Canadian Teachers' Federation
CTSC	Career and Technology Studies Council
ECEC	Early Childhood Education Council
ELA	Educational Leadership Academy
ELAC	English Language Arts Council
EPC	Economic Policy Committee
ESLC	English as a Second Language Council
ETC	Educational Technology Council
FAC	Fine Arts Council
GC	Guidance Council
GEOEC	Global, Environmental and Outdoor Education Council
GETCA	Greater Edmonton Teachers' Convention Association
GTEC	Gifted and Talented Education Council
HPEC	Health and Physical Education Council
ISLC	Intercultural and Second Languages Council
LCF	le Conseil francais
LCO	Local Communications Officer
LPEO	Local Political Engagement Officer
LPM	Local Presidents' Meeting
MC	Mathematics Council
MS	Member Services
MYC	Middle Years Council
MPTCA	Mighty Peace Teachers' Convention Association
NCTCA	North Central Teachers' Convention Association
NETCA	Northeast Teachers' Convention Association
NSC	Negotiating Subcommittee
OEC	Outreach Education Council
PDTCA	Palliser District Teachers' Convention Association
PD	Professional Development
PDAC	Professional Development Area Conference
PEC	Provincial Executive Council
PES	Political Engagement Seminar

PLC	Professional Learning Community
RMEC	Religious and Moral Education Council
SARO	Southern Alberta Regional Office
Sc	Science Council
SSC	Social Studies Council
SEC	Special Education Council
SWATCA	South Western Alberta Teachers' Convention Association
SETCA	Southeastern Teachers' Convention Association
TECC	Teacher Education and Certification Committee
TOC	Table Officers Committee
TPGP	Teacher Professional Growth Plan
TQS	Teacher Qualifications Service
TW	Teacher Welfare
TWAC	Teacher Welfare Area Conference

ATA Contact Information

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