

Prince Edward Island Teachers' Federation

GUIDELINES FOR PEITF COMMITTEES

I. GENERAL

- A. The term of the appointment of each member of a committee shall be as determined by the Executive in accordance with the By-Laws.
- B. All committees are directly responsible to the Executive.
- C. All presentations of the views or conclusions of a committee to groups internal or external to the Federation shall be made in a manner determined by the Executive.

II. ROLE OF THE CHAIRPERSON

- A. The chairperson is responsible for:
 - 1. calling all meetings of the committee;
 - 2. establishing the agenda for each meeting;
 - 3. ensuring minutes are recorded for each meeting; and,
 - 4. ensuring all necessary reports on the work of the committee are submitted to the Executive.

III. DUTIES

- A. Each committee is responsible for carrying out the directives outlined by the Executive in the terms of reference established for the committee.
- B. A committee may carry out activities beyond those contained within the established terms of reference provided such activities are approved by the Executive prior to being initiated.
- C. A committee should review, at the first meeting, its terms of reference and establish goals and the means of achieving such goals during the term of appointment.

IV. MEETINGS

- A. Committee Chairpersons should ensure that members receive advance notice of the time and location of committee meetings. To ensure this, the Chairperson should contact the staff person assigned to the committee to arrange for the distribution to committee members a copy of:

1. the Notice of Meeting;
 2. the Agenda; and,
 3. necessary background materials.
- B. Meetings should be scheduled at least one week in advance and for a time period that will enable the committee to complete a reasonable amount of work.
- C. In the event fifty percent or more of the committee members are unable to attend a scheduled meeting, and the Chairperson is aware of this fact, the meeting should be re-scheduled.
- D. Meetings are usually scheduled at times other than regular school hours.

V. MINUTES

- A. Minutes of all committee meetings must be recorded and a copy of such minutes must be given to each committee member, the President and General Secretary.
- B. The Federation staff member assigned to a committee shall be responsible for recording the minutes of committee meetings. In the event a staff person has not been assigned to a committee or the assigned staff member is unable to be present at a meeting, the committee shall select one of its members to record the minutes.

VI. REPORTING

- A. Each committee is required to keep the Executive informed of its activities through reports submitted by the committee Chairperson.
- B. All reports by a chairperson to the Executive should be made in written form and may be presented in person by the Chairperson. The need for the Chairperson to be present for a report will be determined by the President in consultation with the Chairperson.
- C. Chairpersons should be prepared to make the following reports:
1. Annual Report: This report must be submitted to the Executive no later than April 15th and include:
 - a) a summary of the work undertaken by the committee during the year;
 - b) a description of the activities undertaken by the committee in response to each of the terms of reference established for the committee;
 - c) any recommendations the committee has developed for the consideration of the Executive; and,

- d) a description of future activities the committee perceives should be included in terms of reference established for a future committee.

In the event a committee completes its work prior to April 15th, the Annual Report of the committee should be submitted to the Executive upon the completion of the assigned work.

- 2. Interim Reports: Interim Reports may be presented to the Executive at any time of the year at the initiative of the committee, the Chairperson, the President or the Executive.
- D. To assist the members of the Board of Governors become aware of the activities being carried out by committees a copy of the Annual Report, and some interim reports, are submitted for information purposes to the Board of Governors.

VII. FUNDING

- A. Subject to the financial policies of the Federation, committee members are reimbursed for costs incurred for travel, meals, and accommodations. Substitute teacher costs are reimbursed to school boards when committee members require a substitute teacher to enable them to carry out the work of the committee.
- B. Committees which are assigned projects which require financial expenditures are assigned sufficient funding to implement the projects.
- C. A committee which develops a project which requires financial expenditures which have not received prior approval of the Executive or the Board of Governors, must have such financial expenditures approved by the Executive prior to the implementation of the project.

VIII. ROLE OF STAFF

A member of the Federation staff is usually assigned to each committee to provide technical support, background information and advice to the committee. The staff person is not a member of the committee, does not have a vote on the committee and should not normally be placed in a position where he/she is expected to act as spokesperson for the committee.

ANNUAL CONVENTION PLANNING COMMITTEE, 2010

MEMBERSHIP: (5) Kent Avery, Chairperson
(5) Kim Reck
(3) Michele Pineau-Campbell
(3) Julie Gagnon
(1) Laura Cudmore
(1) Aletha Coady
(1) Pam Walsh

TERMS OF REFERENCE:

1. To plan and evaluate the 2010 Annual Convention;
2. To develop a theme and book keynote speakers for the 2011 Annual Convention;
3. To carry out directives which may be provided from time to time by the Executive.

AWARDS, GRANTS AND PROJECTS COMMITTEE, 2010 - 2011

MEMBERSHIP: (3) Lois Adams, Chairperson
(3) Carolyn McQuaid
(2) Angela Killeen
(1) Karen Smith

TERMS OF REFERENCE:

1. To become knowledgeable of the various awards, grants, scholarship, bursary, etc., programs to be administered by the committee;
2. To advise and make recommendations to the Executive on the administration of the various programs offered by the Federation and referred to the committee for administration and/or recommendations;
3. To establish guidelines, criteria, application forms, deadline dates, etc., to be followed in the administration of the various programs under the jurisdiction of the committee and submit same for approval by the Executive;
4. To make recommendations to the Executive on the acceptance or rejection of applicants to the programs being administered;
5. To administer the Bursary and Scholarship Program;
6. To administer the PEITF Scholarship Program;
7. To administer the PEITF Award of Excellence Program;
8. To administer the CTF Project Overseas Program;
9. To carry out directives which may be provided from time to time by the Executive;
10. To review policy statements relevant to the projects being administered and make any necessary recommendations to the Executive.

CONSTITUTION AND BY-LAWS COMMITTEE, 2010 - 2011

MEMBERSHIP: Carrie St. Jean, Chairperson
Gilles Arsenault
Blaine Bernard
Steven Shoemaker

TERMS OF REFERENCE:

1. To become knowledgeable of An Act to Incorporate the P.E.I. Teachers' Federation and the P.E.I.T.F. By-Laws and act as a source of interpretation for the Board and the Executive;
2. To consider and/or suggest recommendations for changes to the Act of Incorporation or the P.E.I.T.F. By-Laws;
3. To review policy statements relevant to the Constitution and By-Laws and make any necessary recommendations to the Executive;
4. To carry out directives which may be provided from time to time by the Executive.

CURRICULUM, PROFESSIONAL DEVELOPMENT
AND TEACHER EDUCATION COMMITTEE, 2010 - 2011

MEMBERSHIP: (3) Sandra Skeffington, Chairperson
(4) K.J. White
(4) Jacqueline Muttart
(3) Brenda Larsen
(2) Kristen Moore
(1) Mary Hart
(1) Courtenay Hemphill

TERMS OF REFERENCE:

1. To monitor issues related to accountability and the implementation of external testing programs by the Minister of Education and Early Childhood Development;
2. To develop recommendations for the Executive on the role of the Federation in the provision of human resource development programs in the context of the responsibilities assigned to the Department of Education and Early Childhood Development and School Boards under the School Act;
3. To encourage the University of Prince Edward Island to implement the Federation policy on teacher education programs;
4. To identify the professional development needs of teachers and make recommendations on the manner in which the identified needs can be met;
5. To maintain communication with the professional development committees of the Area Associations;
6. To monitor the development and implementation of curriculum in the Province;
7. To carry out directives which may be provided from time to time by the Executive.

DIVERSITY/EQUITY COMMITTEE, 2010 - 2011

MEMBERSHIP: (4) Elizabeth Tumblin, Chairperson
(4) Stephen McQuaid
(2) Margie Cain
(2) David Kerwin
(1) Charlene Duffy

TERMS OF REFERENCE:

1. To keep current with educational issues related to equity and diversity in education and develop recommendations for the Executive;
2. To review requests and materials related to equity and diversity in education issues received from CTF and other agencies and advise the President and Executive on actions or recommendations the Federation should pursue;
3. To review policies relevant to the equity and diversity in education issues and make any necessary recommendations to the Executive;
4. To continue the implementation of the Leadership Development Workshops;
5. To identify issues and materials for publication in the Newsletter and Summary and develop a means to disseminate information on equity and diversity at the school and area association levels and for other appropriate groups;
6. To monitor the issue of racism in education in the province;
7. To carry out directives which may be provided from time to time by the Executive.

ECONOMIC WELFARE COMMITTEE, 2010 - 2011

MEMBERSHIP: (5) Jill Coffin, Chairperson
(4) Robyn MacDonald
(2) Carrie St. Jean
(2) Paul Muise

TERMS OF REFERENCE:

1. Shall become aware of current trends in Economic Welfare benefits for Canadian teachers;
2. To prepare a proposal for consideration by the Executive for presentation to government at the commencement of negotiations;
3. To monitor the conditions of work of teachers;
4. To carry out directives which may be provided from time to time by the Executive.

ETHICS COMMITTEE, 2010 - 2011

MEMBERSHIP: (6) Marion McGaughey, Chairperson
(3) Jeanne Gallant
(4) Jason Cormier
(2) Cathy Taylor Bridges
(1) Dominique Lecours

TERMS OF REFERENCE:

1. To become aware of the P.E.I.T.F. By-Laws in respect to the Code of Ethics and the responsibilities the members have thereunder;
2. To carry out directives which may be provided from time to time by the Executive.

FINANCE AND PROPERTY COMMITTEE, 2010 - 2011

MEMBERSHIP: (7) Gilles Arsenault, Chairperson
(6) Giselle Delaney-Duguay
(5) Paul Muise
(2) Patrick MacFadyen
(1) Kim Dymment
(1) Gerald MacCormack

TERMS OF REFERENCE:

1. Shall become knowledgeable of the financial operations of the Federation;
2. Shall monitor the financial operations of the organization during the year, review policy statements related to the finances of the Federation, and present appropriate advice and recommendations to the Executive;
3. Shall make recommendations to the Executive concerning maintenance, improvement or expansion of property;
4. To review monthly financial statements for presentation to the Executive;
5. To prepare a proposed budget for the 2010 - 2011 Federation year based upon program expectation of the Executive and the Board of Governors and the financial abilities of the Federation;
6. To ensure that the audited financial statement is prepared in time for presentation to the Semi-Annual Meeting of the Board of Governors;
7. To carry out directives which may be provided from time to time by the Executive.

GENERAL SECRETARY EVALUATION COMMITTEE, 2010 - 2011

MEMBERSHIP: Carrie St. Jean, Chairperson
Gilles Arsenault
Blaine Bernard
Steven Shoemaker

TERMS OF REFERENCE:

1. To evaluate the work of the General Secretary in accordance with the policy on evaluation of members of the professional staff;
2. To carry out directives which may be provided from time to time by the Executive.

INSURANCE TRUSTEES, 2009 - 2010

MEMBERSHIP: Anne Marie Muise, Chairperson
Carrie St. Jean, Vice-Chairperson
Stewart Darrach
Michelle Allain
Kimball Blanchard
Michele LeClair
Patrick MacFadyen
John Cummings

TERMS OF REFERENCE:

1. To oversee all aspects of the P.E.I.T.F. Insurance Plan in accordance with the Trustee Deed;
2. To continue to seek improved insurance options for the membership of the P.E.I.T.F.

NOMINATION COMMITTEE, 2010 - 2011

MEMBERSHIP: Carrie St. Jean, Chairperson

TERMS OF REFERENCE:

1. To follow the directives of the Constitution and By-Laws in the election of an Executive;
2. To make such recommendations to the Executive it deems advisable;
3. To carry out directives which may be provided from time to time by the Executive.

PENSION COMMITTEE, 2010 - 2011

MEMBERSHIP: (5) Denise Gaudet-McPhail , Chairperson
(5) Jason Gallant
(3) Wendy Poirier
(2) Nancy MacMillan
(1) Rosemary Fleming
Representative of the PEI Retired Teachers' Association

TERMS OF REFERENCE:

1. Shall become knowledgeable of the Teachers' Superannuation Act;
2. Shall become aware of trends in teacher retirement plans in other provinces;
3. Shall advise and make recommendations to the Executive on matters related to pensions and retirement issues;
4. To maintain a program that will inform teachers of the benefits available through the Teachers' Superannuation Act;
5. To continue to seek the implementation of resolutions passed by the Board of Governors and seek improved benefits for teachers under the Teachers' Superannuation Act;
6. To communicate with the P.E.I. Retired Teachers' Association;
7. To monitor any changes in the Superannuation Act being considered by the Superannuation Commission;
8. To review policies related to the pension area and make necessary recommendations to the Executive;
9. To devise and sponsor pre-retirement seminars for the membership;
10. To carry out directives which may be provided from time to time by the Executive;
11. To devise and sponsor financial planning workshops.

PERSONNEL COMMITTEE, 2010 - 2011

MEMBERSHIP: Carrie St. Jean, Chairperson
Gilles Arsenault
Blaine Bernard
Steven Shoemaker

TERMS OF REFERENCE:

1. To oversee all aspects of negotiations with the professional staff;
2. To search for and make recommendations to the Executive to replace professional staff when positions become vacant;
3. To carry out directives which may be provided from time to time by the Executive.

PROVINCIAL PUBLIC RELATIONS COMMITTEE, 2010 - 2011

MEMBERSHIP: (2) Nicole Haire, Chairperson
(3) David Costello
(2) Dan Frew
(2) JoAnne Jay
(2) Tara Stewart

TERMS OF REFERENCE:

1. To develop and initiate strategies for informing the public of the many and varied activities which members of the profession undertake in the course of their duties;
2. To advise Federation members of measures of which they may take to promote awareness of their professional activities and the nature of their profession, in the minds of parents and the public at large;
3. To carry out directives which may be provided from time to time by the Executive.

RESOLUTIONS COMMITTEE, 2010 - 2011

MEMBERSHIP: Carrie St. Jean, Chairperson

TERMS OF REFERENCE:

1. Shall examine all motions that are to be presented to the Board of Governors at the Annual Meeting and Semi-Annual Meeting to ensure that they are properly worded for their purpose;
2. Shall identify motions which are presently covered by Federation policy and/or the Constitution and By-Laws;
3. Shall prepare a consolidated resolution where there are two or more motions from any source that appear to be similar in intent;
4. Shall report to the Executive the resolutions the committee has received, the changes made, and to clearly state the grounds upon which it is recommending a motion(s) not be presented to the Board;
5. To review the existing time lines and sources of resolutions;
6. To carry out directives which may be provided from time to time by the Executive.

No Social Committee in 2010/2011

SOCIAL COMMITTEE

TERMS OF REFERENCE:

1. To plan the annual PEITF Mixed Curling Bonspiel;
2. To plan and implement other social activities approved by the Executive;
3. To carry out directives which may be provided from time to time by the Executive.

STUDENT SERVICES COMMITTEE, 2010 - 2011

MEMBERSHIP: (5) Karen Frizzell, Chairperson
(4) Rory Herget
(3) Charlene Duffy
(2) Sarah Ketsman
(2) Gladys Hayman
(1) Kathy Kiley

TERMS OF REFERENCE:

1. To monitor the implementation of the Department of Education and Early Childhood Development plan for addressing the needs of students with special needs through the new Student Services Division which now includes School Counsellors;
2. To carry out directives which may be provided from time to time by the Executive.

TECHNOLOGY COMMITTEE, 2010 - 2011

MEMBERSHIP: (5) Jill Burry, Chairperson
(4) Sally MacDonald
(3) Heidi Morgan
(2) Dana Gard
(1) Laurie Callbeck
(1) Kent England
(1) Joe MacDonald

TERMS OF REFERENCE:

1. To monitor the implementation of technology in the public school system of the province and make recommendations to the Executive;
2. To carry out directives which may be carried out from time to time by the Executive.