



## **Professional Learning Committee Terms of Reference 2014-2015**

**The Professional Learning Committee shall work under the general Terms of Reference as follow:**

1. to initiate action on items of its own creation within its specific Terms of Reference;
2. to take action on matters referred by the Local and/or Executive;
3. to submit recommendations for committee action in the ensuing year, if appropriate;
4. to notify the Executive of specific activities which will be undertaken by the committee for the year;
5. to determine a committee budget for the ensuing year and to submit it to the Treasurer prior to the Local budget meeting;
6. to try to include members from all regions of the Local;
7. to assist the Chair when requested.

### **Duties of the Professional Learning Chairperson:**

1. to call meetings of the committee;
2. to co-ordinate the activities of the committee;
3. to present a report of the committees activities to the Annual Meeting of the Local;
4. to carry out such direction as the Local Executive provides;
5. to report to the Local Executive on the progress of the committee;
6. to attend Executive Meetings.

### **Duties of the Professional Development Committee:**

1. To review the Terms of Reference during each fiscal year, and report to the Local Executive
2. To request input from members regarding their professional learning needs, annually
3. To provide workshops, or resources on professional learning, in curriculum and non-curriculum areas, including at least one arts related component
4. To keep the membership informed of current Ministry of Education initiative regarding professional learning
5. To work cooperatively with other Local committees, and other provincial committees

Executive Approval:

Created: January 13<sup>th</sup>, 2015