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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee**

**Terms of Reference Template**

1. **Purpose**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee shall endeavour to (please check all that apply):

1. Provide for PD related to and in support of \_\_\_\_\_\_\_\_\_\_\_\_\_
2. Network and engage with \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Advocate for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Represent concerns and interests of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Provide educational leadership opportunities in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Support teachers and programs in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Advise and make recommendations to Executive regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

or to raise awareness among OC-ETFO members about \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Promote \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Membership**

The Committee shall consist of Members as follows:

1. OC-ETFO Members in good standing.
2. The Executive Member appointed as Liaison to the Committee

 Additional Members may join and participate throughout the year.

1. **Chairs**

The Committee will be chaired by one or two General member(s) who will:

1. be selected by consensus or by a vote;

b) prepare and distribute agendas;

c) facilitate discussion;

d) ensure a meeting space is arranged;

e) ensure members are notified of the dates, times and locations of meetings;

f) present a (written and/or oral) report to Council (when appropriate) and a written report to the OCETFO Annual General Meeting, including any recommendations from the Committee for consideration by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (whom / dates).

4. **Executive Liaison**

The Committee will have one Executive Member chosen by Executive to serve as a Liaison. The Executive Liaison will:

1. Receive communication from the Committee as required to report to the Executive;
2. Attend Committee meetings as required;
3. Submit requests or proposals from the Committee to meetings of the Executive;
4. Communicate Executive decisions to the Committee as required.

5. **Reporting**

a) The committee will report updates of its activities to Council;

b) The Committee will prepare a written report to the OCETFO Annual General Meeting;

c) The Committee will report expenses and submit receipts to the OCETFO office in as timely a manner as possible.

6. **Duties and Functions**

The duties and functions of the Committee are as follows:

a) Prepare a proposed budget of expenses to present to the Executive/Budget Committee for approval by \_\_\_\_\_\_\_\_\_\_\_\_\_\_(date), and adhere to the budget as approved by the Executive;

b) Report expenses and submit receipts to the OCETFO office;

c) Provide PD Opportunities to members of OCETFO;

7. **Meetings**

The Committee will endeavour to meet \_\_\_ times between September and June of the school year. Meetings will take place outside of regular school hours. Any requests for release time must be approved by Executive.