

ETFO Thames Valley Teacher Local
Standing Committees 2020-2022
June 10, 2020

Standing Committees for the 2020-2022 term. The Standing Committees Membership will be filled in accordance with our Local By-Law V - Committee Membership as follows:

BY-LAW V - COMMITTEE MEMBERSHIP

- 5.1 When more than the specified number of members, as determined by the Constitution, volunteer to serve on a Local Committee, then the Committee may include non-voting Observers as additional members.
- 5.2 The process for determining Committee Members and Observers shall be as follows:
- 5.2.1 The Executive invite interested members to submit their names for consideration of Standing Committee membership for the upcoming term.
- 5.2.2 The Executive Liaison to the committee will contact each member and convene an initial committee meeting.

BY-LAW VII - ORGANIZATIONAL DUTIES

Section 7 - Duties of Standing Committees

7.7.1 Committees shall:

- a) abide by the Constitution and By-Laws of the Local;
- b) select such officers as they deem necessary;
- c) take action and / or make recommendations on any matter referred by the Executive;
- d) take action on items of their own creation within the specific Terms of Reference of the Committee upon approval of the Executive;
- e) report to the Executive on all motions referred to it with respect to opinions, recommendations and actions taken on such referrals;
- f) keep minutes of all meetings and send a copy of same to the President and Executive Liaison;
- g) prepare such motions and / or Notice of Motions as required to amend the Committee's Terms of Reference;
- h) suggest and prepare any By-Laws and / or Constitutional amendments necessary to expedite the recommendations of the Committee;
- i) recognize and take appropriate action upon correspondence and items received from the Federation Committee Chairs of related Federation Committees;
- j) provide a detailed accounting as to the Committee's spending, which shall not exceed the Committee's budgetary allotment for the fiscal year, except with prior approval as per Article 12.2 in the Local Constitution;
- k) prepare a detailed budget for the ensuing year;
- l) be elected or appointed for a two year term;
- m) have specific responsibilities and additional requirements as listed in addition to the general duties above;
- n) to build capacity and increase member engagement by inviting additional observing members to attend committee meetings.

Please see attached forms for details. Completed form must be returned to ETFO Thames Valley Teacher Local office no later than 4:30 p.m., Monday, June 15, 2020.

**STANDING COMMITTEES' FORM
STANDING COMMITTEES 2020-2022**

1. Must be an Active member of ETFO Thames Valley Teacher Local.
2. ETFO Member must complete brief profile section on page 2. Forms will not be accepted without this section.
3. **Signed forms and brief profile may be sent by e-mail** by 4:30 p.m. on Monday, June 15, 2020 to etfotvtl@etfothamesvalley.com.

NAME OF ETFO MEMBER: _____
(Please Print)

HOME PHONE #: _____ E-MAIL: _____

WORKPLACE LOCATION: _____

WORKPLACE PHONE #: _____ WORKPLACE FAX #: _____

Please select the Standing Committee(s) you are interested in.

- | | |
|--|---|
| <input type="checkbox"/> Constitution Committee | <input type="checkbox"/> Local Annual Meeting Committee |
| <input type="checkbox"/> Federation Annual Meeting Committee | <input type="checkbox"/> New Members Committee |
| <input type="checkbox"/> Health and Safety Committee | <input type="checkbox"/> Political Action Committee |
| <input type="checkbox"/> Human Rights / Social Justice Committee | <input type="checkbox"/> Status of Women Committee |

DATE

SIGNATURE OF ETFO MEMBER

PLEASE COMPLETE THE BRIEF PROFILE SECTION ON PAGE 2.

STANDING COMMITTEES' FORM
STANDING COMMITTEES 2020-2022

ETFO MEMBER'S NAME: _____

BRIEF PROFILE:

1. **Why are you interested in serving on the ETFO Thames Valley Teacher Local's Standing Committee?:**

2. **Please list any involvement in Federation activities:**

3. **Please list any unique skills and abilities you would bring to the Standing Committee.**

4. **The Standing Committees' work to serve all members. How do you see yourself contributing to the work of the Standing Committee?**
