

ETFO Thames Valley Teacher Local

Standing Committees 2020-2022

May 25, 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., Wednesday, June 10, 2020.