

# **Staff Development Fund Advisory Committee**

## **Frame of Reference**



### **1. Mandate**

- 1.1 The Staff Development Fund Advisory Committee is established in accordance with the ATA – CBE *Collective Agreement*.
- 1.2 The purpose of the Committee is to review and revise the Guidelines for the Fund.
- 1.3 The Guidelines shall reflect that the Fund is established for the purpose of professional development of teachers or groups of teachers. In reviewing and revising the Guidelines the Committee shall consider and support the staff development priorities of the Calgary Board of Education.
- 1.4 The Committee shall hear and decide on any written appeal brought before it by a teacher or group of teachers regarding funding requests denied by the Fund Administrator.
- 1.5 The Administrator shall monitor and report on a monthly basis to CBE central administration and the Council of School Representatives of Calgary Public Teachers on the administration of the fund.
- 1.6 The Committee shall meet as required.

### **2. Membership**

- 2.1 The Committee shall be comprised of five members, one appointed by the Chief Superintendent of Schools and four appointed by the Executive Committee of Calgary Public teachers according to clause 2.3 below.
- 2.2 The Chief Superintendent of Schools shall appoint a representative when and as necessary.
- 2.3 Calgary Public Teachers representatives shall be:
  - 2.3.1 The President of Calgary Public Teachers,
  - 2.3.2 The Chair of the Professional Development Committee of Calgary Public Teachers,
  - 2.3.3 Two current or former members of the Professional Development Committee of Calgary Public Teachers. The Executive of Calgary Public Teachers shall appoint these two members for three-year terms.
- 2.4 The Chair of the Committee shall be the President of Calgary Public Teachers.

SDF Administrator will be a non-voting member of the committee and will record minutes. The Administrator shall supply a review of applications and disbursements of the Fund as requested by the Committee.

### **3. Appeals**

- 3.1 Any teacher or group of teachers denied funding from the Staff Development Fund shall be entitled to submit a written appeal of the decision of the Fund Administrator to the Staff Development Fund Advisory Committee.
- 3.2 Appeals will generally be heard at the next regularly scheduled Staff Development Fund Advisory Committee meeting. However, when an appeal requires an emergent decision, the appeal process will be expedited by the Chair.
- 3.3 Consensus is the preferred decision-making model. If consensus cannot be reached, a vote will be held.
- 3.4 The Chair shall inform the appellant of the decision.

Ratified by CSR 2008 November 5.  
Ratified by CSR 2014 October 1.  
Ratified by CSR 2021 December 1.

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