Women in Leadership Committee

Frame of Reference

CALGARY
Public Teachers
ALBERTA TEACHERS' ASSOCIATION LOCAL 38

1. General Directive

The Women in Leadership Committee shall work to promote and enhance gender equality in the Education workplace, advancing the interests of women in leadership within the Alberta Teachers' Association (the Association) and/or the school division on behalf of the teachers who are members of Calgary Public Teachers, ATA Local 38.

2. Membership

The membership of the committee shall be:

2.1 One member of Executive
2.2 Eight members at large
2.3 One district representative (non-voting)

3. Elections

3.1 The Executive member shall be appointed by the Executive Committee in even numbered years.
3.2 Four members at large shall be elected or ratified by the Council of School Representatives in odd numbered years.
3.3 Four members at large shall be elected or ratified by the Council of School Representatives in even numbered years.
3.4 Two of the voting members of the committee shall be elected as Co-Chairs by and from within the committee prior to June 30 each year.

4. Tenure

4.1 All members shall serve for two-year renewable terms.
4.2 The Co-Chairs will be elected by the committee annually. The term of office for the Co-Chairs shall be from July 1 – June 30.

5. Duties and Responsibilities

5.1 Committee

5.1.1. At the initial meeting of the new school year, the committee shall review the Frame of Reference.
5.1.2. To review Local Association structures and practices to identify opportunities to promote and enhance gender equality and women's participation in all aspects of a member's employment and Association life.

5.1.3. To study, monitor and advise the Executive Committee on matters affecting women in/into leadership within public education in Alberta and make recommendations for coordinating the work of the Association related to women in/into leadership.

5.1.4. To offer an accessible, safe and encouraging place for female voice and the sharing of leadership stories.

5.1.5. To review annually relevant Local Association policy and to submit recommendations to the Local Resolutions Committee, as appropriate; to recommend to the Executive Committee on new policy, as required.

5.1.6. To undertake research within budgetary limits.

5.1.7. To facilitate connections to research and data that will steer future efforts in supporting both aspiring and experienced women in leadership in the field of Education.

5.1.8. To prepare and submit directly to the Resolutions Committee any reports on relevant resolutions referred to Council by the Annual Representative Assembly.

5.1.9. To provide opportunities for networking, mentorship, professional development and support for women in leadership.

5.1.10. To cooperate with the Provincial Women in Leadership committee to advance the cause of and information about women in educational leadership.

5.2 Members

5.2.1. Responsibilities of members

5.2.1.1. Co-chairs – chair committee meetings, represent the committee in its relationship with the general membership, attend Executive Committee meetings upon request and make reports as required for the Council of School Representatives.

5.2.1.2. Secretary – keep an accurate record of all committee meetings and perform such other internal communications functions as may be assigned from time to time.

5.2.2. The elected members of the committee shall attend all meetings and such other meetings as required by the Local association for purposes of reporting and communicating.

6. **Meetings**

6.1 One of the Co-Chairs shall convene each committee meeting.

6.2 This committee shall meet not less than six times per year.

6.3 Should a member miss three meetings within one school year without reasonable cause, a motion to declare the position open for election shall be placed on the agenda of the meeting following the third absence.

7.   **Quorum**

Quorum for this committee shall be five members.

[ratified by CSR 2020 10 07]
[ratified with amendments by CSR 2021 04 14]

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