

Member Engagement Committee

Frame of Reference



1. General Directive

The responsibility of the Member Engagement Committee is to create and facilitate opportunities for members to connect and network with one another in a social or community setting.

2. Membership

The Member Engagement Committee shall consist of eight members, including:

- 2.1 the Chair, elected by the general membership,
- 2.2 seven members at large elected by the Council of School Representatives.

3. Elections

- 3.1 The Chair shall be elected for a two-year term and may serve two consecutive two-year terms.
- 3.2 Three members at large shall be elected in odd numbered years.
- 3.3 Four members at large shall be elected in even numbered years.
- 3.4 A Vice-Chair shall be elected annually by and from within the committee at the last meeting of the school year. The term of office for the Vice-Chair shall be from July 01 – June 30.

4. Tenure

- 4.1 The term of office for members shall commence July 01.
- 4.2 Members at large elected by the CSR shall serve a two-year term.
- 4.3 Should a vacancy occur more than three months prior to the expiration of the term of office, a by-election shall be held at the discretion of the Executive Committee. The successful candidate shall complete the remainder of the unfilled term.

5. Duties and Responsibilities

- 5.1 At the initial meeting of the new school year the committee shall
 - 5.1.1 review the *Frame of Reference*,
 - 5.1.2 elect, from amongst and within its membership, a chair for the Sports Hub, and

- 5.1.3 elect, from amongst and within its membership, a chair for the Volunteer Hub.
- 5.2 The Chair shall:
 - 5.2.1 serve on the Executive Committee as a voting member.
 - 5.2.2 serve on the Strategic Planning & Research Committee as a voting member.
 - 5.2.3 serve as the primary point-of-contact in matters related to member engagement and perform other duties relating to this function.
- 5.3 The Vice-Chair shall assume the responsibilities of the Chair in the event that the Chair is unable to do so, until such time as the Chair is prepared to resume their responsibilities, or, in the event of a resignation, a new Chair is elected.
- 5.4 The Member Engagement Committee's responsibilities include:
 - 5.4.1 Creating, facilitating, and publicizing events and activities whose purpose is to bring teachers together in a social or community setting,
 - 5.4.2 Sponsor activities that serve to create a greater presence for Calgary Public Teachers within the community,
 - 5.4.3 Help to advance goals within the Local's strategic plan that relate to member engagement and community activism, especially through coordinating activities with other committees of the Local, and
 - 5.4.4 Manage and maintain the T-CARE (Teacher Charitable and Athletic Event Rebate) program.

6. Committees

- 6.1 The Sports Hub is a subcommittee of the Member Engagement Committee.
 - 6.1.1 Any Local 38 member may join the Sports Hub.
 - 6.1.2 The duties and responsibilities of the Sports Hub are to create, facilitate and publicize events and activities with a sporting focus, consistent with the purpose and intent of the Member Engagement Committee.
 - 6.1.3 Meetings shall be called at the discretion of the Sports Hub chair.
 - 6.1.4 Notwithstanding Local policies 4.B.5 and 4.B.6, meetings of the Sports Hub are not eligible for the purposes of honoraria, excepting for the Sports Hub Chair named in 5.1.2.
- 6.2 The Volunteer Hub is a subcommittee of the Member Engagement Committee.
 - 6.2.1 Any Local 38 member may join the Volunteer Hub.
 - 6.2.2 The duties and responsibilities of the Volunteer Hub are to create, facilitate and publicize events and activities with a community volunteering focus, consistent with the purpose and intent of the Member Engagement Committee.
 - 6.2.3 Meetings shall be called at the discretion of the Volunteer Hub chair.
 - 6.2.4 Notwithstanding Local policies 4.B.5 and 4.B.6, meetings of the Volunteer Hub are not eligible for the purposes of honoraria, excepting for the Volunteer Hub Chair named in 5.1.3.

7. Meetings

- 7.1 Regular meetings of the committee shall be held once a month.

- 7.2 Additional meetings shall be called at the request of the Chair.
- 7.3 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.

8. Quorum

Quorum shall be 50% + 1 of the voting positions on the committee that are currently occupied.

Ratified by CSR 2025 May 07.

DN/mjh

23 June 2025