

# Professional Development Committee

## Frame of Reference

### 1. General Directive

The Professional Development Committee shall be responsible for planning and executing a professional development program with emphasis on enhancing teacher practice to improve student learning, and which encourages members to become involved in Local Professional Development activities and initiatives.

### 2. Membership

The Professional Development Committee shall consist of the following members:

- 2.1 Two elementary school-based representatives elected by the Council of School Representatives, one in even years and one in odd years,
- 2.2 One junior high/middle school based representatives elected by the Council of School Representatives, in odd years,
- 2.3 One senior high school-based representatives elected by the Council of School Representatives, in even years,
- 2.4 Four members at large elected by the Council of School Representatives, two in even years and two in odd years,
- 2.5 One school-based administrator elected by the Council of School Representatives in odd years,
- 2.6 One District Representative as an ex-officio member,
- 2.7 One Professional Development Staff Officer as an ex-officio member,
- 2.8 The Chair shall be elected bi-annually by the general membership and may serve a maximum of two consecutive terms,
- 2.9 The Chair is a voting member of Executive Committee,
- 2.10 The Past Chair of the Committee,
- 2.11 A Vice-Chair shall be elected annually by and from within the committee at the last meeting of the school year. The term of the Vice-chair shall be from July 1 – June 30,
- 2.12 One Communications Liaison as an ex-officio member.

### 3. Tenure

- 3.1 Members elected by the Council of School Representatives shall be expected to serve a two-year term.

- 3.2 Should an elected representative receive a different teaching position than their original designation, that person shall retain the originally designated position on the committee until that term expires.

#### **4. Duties and Responsibilities of the Professional Development Committee Chair**

- 4.1 Organize and chair monthly Committee meetings,
- 4.2 Mentor and coach new Professional Development Committee members on the member duties and responsibilities,
- 4.3 Serve on the Executive Committee as a voting member,
- 4.4 Attend and report at monthly CSR meetings,
- 4.5 Attend the semi-annual ATA Professional Development Conference,
- 4.6 Attend the ATA Summer Conference when required,
- 4.7 Act as liaison between the Council of School Representatives (CSR) and other stakeholders (CBE, Calgary Separate Teachers ATA Local 55, CCRCA, ATA Specialist Councils, other),
- 4.8 The Professional Development Committee 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. Duties and Responsibilities of the Professional Development Committee Members**

- 5.1 Attend regularly scheduled monthly meetings,
- 5.2 Take meeting minutes,
- 5.3 Plan and evaluate at least one professional development event that responds to the needs and interests of the membership as in the annual plan,
- 5.4 Support at least two professional development events planned by other members,
- 5.5 Review the Frame of Reference at the initial meeting of the new school year,
- 5.6 When invited and able, attend the ATA Professional Development Conference,
- 5.7 When invited and able, attend the ATA Summer Conference.

#### **6. Meetings**

- 6.1 Meetings shall be held monthly during the school year.
- 6.2 Additional meetings may be called at the discretion of the Chair.

- 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 shall be 50% plus one of the voting members.

Ratified by CSR 1987 April 22.  
Ratified with Amendments by CSR 1989 June 14.  
Ratified with Amendments by CSR 1993 November 03.  
Ratified with Amendments by CSR 1995 October 11.  
Ratified with Amendments by CSR 1996 June 05.  
Ratified with Amendments by CSR 2009 June 03.  
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