

# **Strategic Planning and Research Committee**

## **Frame of Reference**



### **1. General Directive**

The Strategic Planning and Research Committee has responsibility for enhancing the strategic planning and research capacity for Calgary Public Teachers by identifying and studying potential emerging issues and suggesting long term directions for action.

### **2. Membership**

The membership of the committee shall be:

- 2.1 President (Chair)
- 2.2 Member Engagement Committee Chair
- 2.3 Diversity, Equity and Human Rights Chair
- 2.4 Political Action Committee Chair
- 2.5 Professional Development Committee Chair
- 2.6 Teacher Welfare Committee Chair
- 2.7 Four Members at large
- 2.8 Executive Staff Officer (non-voting)
- 2.9 One District Representative (non-voting)
- 2.10 One ATA Facilitator (non-voting)
- 2.11 One Vice President
- 2.12 Past President (non-voting)

### **3. Selections**

- 3.1 Executive members shall be appointed by virtue of their office in even numbered years.
- 3.2 The District Representative shall be appointed by virtue of his/her office in odd numbered years.
- 3.3 The vice president in the chair will announce at the May Council of School Representatives meeting that members interested in serving on the committee should contact the President by June 15.
- 3.4 Two members at large shall be appointed by the Table Officers in odd numbered years.
- 3.5 Two members at large shall be appointed by the Table Officers in even numbered years.
- 3.6 Whenever possible, Table Officers should ensure that members at large represent as many constituent groups as possible.
- 3.7 When the Past President is vacant then the position will remain unfilled.

### **4. Tenure**

All members shall serve for two-year renewable terms.

## 5. Duties and Responsibilities

- 5.1 At the initial meeting of the new school year the committee shall review the *Frame of Reference*.
- 5.2 Enhance the strategic planning and research capacity of the Local.
- 5.3 Identify and study potential emerging issues of concern to the Local.
- 5.4 Advise the Local Executive with respect to research opportunities and initiatives that advance the Local's Preferred Futures and strategic plan.
- 5.5 Sponsor, undertake, and/or coordinate research as approved by the Local Executive.
- 5.6 Maintain a watching brief of research undertaken by the Calgary Board of Education.
- 5.7 Propose plans to the Table Officers for the Calgary Public Teachers' retreats and to participate in those retreats.
- 5.8 Seek collaborative partnerships with the Association.

## 6. Meetings

- 6.1 The Chair shall convene committee meetings.
- 6.2 This committee shall meet not less than five times per year, plus retreats.
- 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:
  - 6.3.1 if it is one of the four members at large, then a new member shall be appointed by Table Officers,
  - 6.3.2 if the member is a committee chair, then a member shall be appointed from the committee Chair's committee. If there is no suitable member available, then a member at large may be appointed.

## 7. Quorum

Quorum for this committee shall be six members.

Ratified by CSR 2009 April 8.

Ratified with amendments by CSR 2011 June 1.

Ratified with amendments by CSR 2012 November 7.

Ratified with amendments by CSR 2016 November 2.

Ratified with amendments by CSR 2020 March 4.

Ratified with amendments by CSR 2022 November 2.

Ratified with amendments by CSR 2023 November 1.

Ratified with amendments by CSR 2025 December 3.

/mjh

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