

Peace River South Teachers' Association

Policies and Procedures

Revised May 2015

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1.0 British Columbia Teachers' Federation

- 1.1. That the President of the PRSTA be designated as a delegate to the BCTF AGM. (1976) (1981) (2002)
- 1.2. That the incoming President of the PRSTA be selected as a delegate to the BCTF Summer Conference. (1970) (1981)
- 1.3. That, in the event that the incoming President is not able to attend the BCTF Summer Conference, the incoming Dawson Creek Teachers' Association President and/or the incoming PRSTA Vice-President be the official delegate of the PRSTA. (1977)(1999)
- 1.4. That, when the BCTF holds a major conference for local association committee chairpersons, the appropriate PRSTA chairperson be selected as the PRSTA delegate to the conference. (1977) (1981)
- 1.5. That the PRSTA Local Association Representative (LAR) be the president of the Dawson Creek Teachers' Association and his/her alternate be the President of the PRSTA. (1998) The PRSTA LAR will utilize one (1) voting card at the Representative Assembly. The president of the PRSTA will vote the remaining cards. (2004)
- 1.6. That the term of office of the PRSTA Local Association Representative and alternate be for one year.

2.0 Committees

- 2.1. The chairperson(s) of the following standing committees shall be elected at the Annual General Meeting of the PRSTA:
 - a. Bargaining
 - b. Professional Development
 - c. Working & Learning Conditions
 - d. Social Justice Chairperson
 - e. Aboriginal Education
 - f. Health and Safety
 - g. Teachers Teaching On Call
 - h. Local Election Contact
- 2.1.1. Each retiring chairperson of a committee shall establish guidelines for the successor to his/her office; these guidelines will include a list of the committee's responsibilities. (1979)
- 2.2. The **Bargaining Committee** will provide the organizational support to negotiate with the school district on behalf of the members
 - 2.2.1. The Bargaining committee shall be composed of:
 - a. the bargaining chairperson of the PRSTA
 - b. the bargaining chairperson of each unit
 - c. the president of each unit
 - d. one representative of each standing committee as listed in 2.1 (b-g)

- e. any other person, or persons, appointed by the bargaining chairperson of the PRSTA and ratified by the executive council
- 2.2.2. The Bargaining Committee will be responsible for the Negotiating Team:
- a. The bargaining chairperson shall select a negotiating team, Taking into consideration the needs of geographic representation, teaching areas, gender equity and the needs of building a cohesive and capable team. (1990)
 - b. The membership of the Negotiating Team will be recommended by the Bargaining Committee to the PRSTA executive council for approval. (2012)
- 2.2.3. The Bargaining Committee Chairperson will report to the executive committee at each regular meeting.
- 2.3. The mandate of the **Professional Development Executive Committee** is to provide organizational support for effective professional development.
- 2.3.1. The Professional Development Executive Committee shall be composed of:
- a. the professional development chairperson
 - b. the professional development treasurer
 - c. the professional development chairperson of each unit
 - d. the chairperson of the Foundation Committee (1998)
 - e. The co-chairperson of the Support for Growth Committee
- 2.3.2. The Professional Development chairperson will report to the executive committee at each regular meeting.
- 2.3.3. The Professional Development chairperson will report to the executive committee at each regular meeting on behalf of the Conference Committee.
- 2.3.4. The Professional Development chairperson shall be a member of the Support for Growth Committee. (2006)
- 2.4. The **Working & Learning Conditions Committee and Local Election Contact** will work towards the realization of desirable working & learning conditions in SD59:
- 2.4.1. The committee shall be comprised of the chairperson and a representative from each unit.
- 2.4.2. The Working & Learning Conditions Committee shall encourage the involvement of teachers in the decision-making and responsibility-assuming process at the school level. (1977)
- 2.4.3. The chairperson will report to the executive committee at each regular meeting.

- 2.5. The **Social Justice Committee** shall promote strategies and resources regarding social responsibility issues among the members
 - 2.5.1. The committee shall consist of:
 - a. the chairperson
 - b. a representative from each unit
 - 2.5.2. The chairperson will report to the executive committee at each regular meeting
- 2.6. **Aboriginal Education Committee** (2007)
 - 2.6.1. The committee shall consist of the PRSTA committee representative .
 - 2.6.2. The chairperson will report to the executive committee at each regular meeting.
- 2.7. The **Health and Safety Committee**
 - 2.7.1. Shall work to promote the health of all teachers and a safe working environment. (1999)(2005)(2007)
 - 2.7.2. The representative(s) to the District Health and Safety Committee shall be the Health and Safety Chairperson and/or the PRSTA President or appointed designate. (2007)(2015)
 - 2.7.3. The chairperson will report to the executive committee at each regular meeting.
- 2.8. **Conference Committee**
 - 2.8.1. The committee shall consist of the PRSTA Professional Development Chairperson, Professional Development Treasurer, the Professional Development Chairperson from each unit and the chairpersons of each conference sub-committee. (2004)
 - 2.8.2. The Conference Chairperson will be the elected PRSTA Professional Development Chairperson. (2004)
 - 2.8.3. The Professional Development Chairperson will report to the executive committee at each regular meeting on behalf of the Conference Committee.
- 2.9. **Teachers Teaching on Call Committee** (2007)
 - 2.9.1. The committee shall consist of the PRSTA committee representative.
 - 2.9.2. The chairperson will report to the executive committee at each regular meeting.
- 2.10. **Appointed Committees**
 - 2.10.1. The PRSTA Executive Council shall appoint representatives to the following committees:

- a. Primary Change Committee (inactive at this time 2005)
- b. Intermediate Change Committee (inactive at this time 2005)
- c. Support for Growth Committee
- d. Any other committees, as determined by the Executive Council

2.10.2 The selection process for these committees shall be:

- a. All positions shall be posted electronically and hard copy in all schools. (2012)
- b. Applications shall be reviewed and shortlisted by the Executive Council (1997)
- c. A panel of four (4) Executive members may interview the shortlisted candidates. The panel will consist of the Presidents of the three units or their designates and one appointee from the Executive Council (1997)
- d. The interview panel shall recommend to the Executive Council suitable candidates for the positions posted (1997)
- e. The Executive Council shall appoint the members of the committee from the recommended candidates (1997)

2.10.3 The terms of appointment shall be:

Initially, one half of the appointments will be for one year and one half for two years. Thereafter, the appointments shall be for two years. (1997)

2.10.4 Whenever possible, appointments to these committees shall be made by the last working day of June for the following year. (1997)

2.10.5 The coordination of the Primary Change, Intermediate Change, Support for Growth and Conference committees shall be the responsibility of the Professional Development Committee. (1997)(2006)

2.10.6 The Professional Development chairperson shall report to the Executive Council on the progress, concerns and business of these committees. (1997)

2.11. The President and the Executive Council may establish ad hoc committees as the need arises within the PRSTA. (1998)

2.11.1. The duties of the ad hoc committee shall be directed by the President, the Executive Council or a General Meeting of the PRSTA.

3.0. Communications

3.1. That the President establish and maintain effective communication between the PRSTA and the Board of Education of SD 59 in all matters of educational policy in the District. (1977) (2009)

3.2. That the President of the PRSTA or his/her designated representative be the only official source of public information regarding the business or policies of the PRSTA . (1997)

- 3.3. That the President or his/her designate attend the regular meetings of the Board of Education. (1974) (1981) (2009)
- 3.4. That the President maintain effective communication between the PRSTA and the Chairperson of the Board of Education. (1981) (2009)
- 3.5. That prior to making presentations on matters that affect PRSTA members to the Superintendent of Schools or to the Board of Education, any individual or group (LSA, school staff, etc.) first meet with, and discuss their presentation with, and obtain approval from the PRSTA President. (1985) (1998) (2009)
- 3.6. That the PRSTA Executive Council communicate regularly with PRSTA members through Teacher Talk and the web site.(2007)
 - 3.6.1. That the editor be appointed by the PRSTA Executive Council to compile, copy, format, publish and distribute Teacher Talk.
 - 3.6.2. That the Teacher Talk budget provide for an equivalent of a day's release of the appointed editor for each month in which Teacher Talk could be published during the school year.
 - 3.6.3. That Teacher Talk be published as needed. (2002)
 - 3.6.4. All articles submitted and printed in Teacher Talk will be signed by the author. (2006)
- 4.0. Finance
 - 4.1. That grants to the Dawson Creek Teachers' Association be paid annually or in four (4) equal installments in October, December, February and April of each year. (1998)
 - 4.2. Where more than one person is travelling by vehicle to a PRSTA activity, (including Executive Committee meetings, PRSTA committee meetings and PRSTA AGMs) reimbursement shall be paid on the basis of one (1) vehicle for each three (3) persons OR the allowance for the distance may be shared equally by the number of vehicles travelling. (1990) (Amended 1996/2005))
 - 4.3. That the formula for determining grants to the Dawson Creek Teachers' Association (DCTA) be reviewed annually by the PRSTA Executive Council for recommendation to the PRSTA Annual General Meeting. (1998)
 - 4.4. That the annual budget of the PRSTA be prepared by the Treasurer and President for approval of the Executive Council prior to ratification by the Annual General Meeting.
 - 4.5. That the PRSTA fee for active members, who are teachers teaching on call, and the PRSTA fee for associate members be set by the PRSTA AGM.
 - 4.6. Where a member travelling on PRSTA business stays with friends or relatives, their hospitality may be recognized to the limit equal to the current BCTF rate and reviewed annually.

5.0 Governance

- 5.1. That the PRSTA maintain a record of policies which it establishes. (1970)
- 5.2. That the Executive Council of the PRSTA annually review the policies of the PRSTA and recommend changes in those policies to General Meetings of the units or the AGM of the PRSTA.

6.0. Grievances

- 6.1. The Local, as bargaining agent, is the party which must deal with contract violations. Members with possible school-based grievances should immediately inform the staff representative. Members with possible grievances arising at the District level should immediately inform the PRSTA President.
- 6.2. The President shall have the overall responsibility of processing grievances. The President shall keep the BCTF staff informed of the state of grievances, as necessary, and shall advise the BCTF in all cases when a formal grievance is filed. The President shall advise the BCTF staff whenever it appears likely that Board action involving dismissal or long-term suspension may be contemplated.
- 6.3. Staff representatives shall, where appropriate, provide assistance to teachers concerning grievances at the school level, shall assist the President in processing the grievance, and shall keep the grievor and the staff informed about developments in pursuing the grievance, provided confidentiality is maintained. (1998)
- 6.4. The PRSTA president calls the grievance committee meeting as required and sets the agenda. At each meeting, a decision will be made to determine the chair and the recorder.
 - 6.4.1. There shall be a grievance Committee comprised of the PRSTA President and Unit Presidents, the Bargaining Chairperson and the immediate Past President or another person chosen by the Executive Council.
 - 6.4.2. When dealing with a grievance from a specific school, the staff representative for that school may be invited to collaborate on that issue.
 - 6.4.3. The PRSTA President advises the committee on the status of each grievance and the committee makes recommendations for the PRSTA President to take to the Executive council regarding referral of a grievance(s) to arbitration. (2010)
- 6.5. The Executive Council will have authority to recommend to BCTF to proceed with a grievance to arbitration
- 6.6. A member dissatisfied with the decision not to proceed with the member's grievance, may appeal to the Grievance Committee. If the member is still dissatisfied with the decision, she/he may appeal to the Executive Council. If the member is still dissatisfied, he/she should follow the appeal process in the BCTF Members' Guide. (2009)(2014)

- 6.7. Any grievance of a member in respect of termination of employment or suspension of three (3) months or more shall be referred to arbitration.
- 7.0. Induction and Orientation of New Teachers
 - 7.1. That the PRSTA hold an induction ceremony annually for School District 59 teachers eligible for induction into the BCTF. (1977)
 - 7.2. AHCOTE and the PRSTA president or designate provide union information to the AHCOTE graduating class. (2003)
- 8.0. Local Association Representative: See 1.0 of this document
- 9.0. Privacy & Security
 - 9.1. That the PRSTA not release to any commercial agency or political party the names of teaching staff in School District 59.(2007)
- 10.0. Preparation Time
 - 10.1 Ensure that the time allotted in contract is received; report any deficiencies immediately to the staff representative.
- 11.0. Professional Development
 - 11.1. That the PRSTA organize and sponsor professional development activities in School District 59. (1977)(2005)
 - 11.2. That the members of the PRSTA Professional Development Executive Committee be:
 - a. PRSTA Professional Development Chairperson
 - b. Professional Development Treasurer
 - c. Chairperson of the unit Professional Development Committees
 - d. Chairperson of the Foundation Committee (1998)
 - e. Co-chair of the Support for Growth Committee(2013)
 - 11.3. Professional Development is a process of ongoing growth through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to enhance professional practice. It is the function of the PRSTA Professional Development Committee to assist the teacher in meeting this goal. The individual is expected to assume some of the financial responsibility.(2015)
 - 11.4. General Policy
 - 11.4.1. The PRSTA Professional Development Committee shall consist of:
 - a. the PRSTA President
 - b. the PRSTA Professional Development Committee Chairperson
 - c. the chairpersons of the three (3) unit Professional Development committees
 - d. the Foundation Committee Chairperson
 - e. the Professional Development Treasurer and

- f. Representatives from LSAs by invitation (2004)
- g. Professional Reps from each school (2014)

11.4.2. Each unit will allot funds according to policy drafted for its unit and approved by its membership. In establishing policy, each unit must adhere to the fundamental principles established by the PRSTA Professional Development Executive Committee.

11.4.3. Each unit must be represented on the Foundation Committee.

11.4.4. The Professional Development Executive Committee shall meet at least twice a year, with representatives from each unit. (1998)

11.5. Funding Policy

- 11.5.1. Funds will be made available for the following types of activities:
- a. Visitations
 - b. In-District Activities
 - c. Out-of-District Activities.
 - d. Courses to include but not be limited to correspondence, distance education, summer school and post secondary institutions (2003)
 - e. Administration of Professional Development activities (amended 2005)

11.6. Statements of Account

- 11.6.1. The Professional Development Treasurer shall maintain records of income and expenditures.
- 11.6.2. Statements of account will be issued regularly during the year or as requested.
- 11.6.3. Statements of account shall be given to each sub-local committee as requested.
- 11.6.4. All claims, except for course fees, must be made to the Professional Development Treasurer within one (1) month of the activity taking place. Failure to meet this requirement may mean non-payment of expenses. (1999)
- 11.6.5. All receipts and documentation of successfully completed course(s) must be submitted to the Professional Development Treasurer for claims within three (3) months of the completion of the course(s). If unable to meet this requirement because of non-receipt of marks, notify the Professional Development Treasurer so that the time limit may be extended.
- 11.6.6. Reimbursement for activities will not be made until TTOC substitute costs have been billed by the Board and presented to the Professional Development Treasurer.
- 11.6.7. Expenses accepted by the Professional Development Executive Committee:
- a. Travel – eg. auto, plane, bus, bicycle
 - b. Meals

- c. Accommodation
 - d. Registration
 - e. Teachers Teaching on Call/Substitute costs
 - f. Transit and commuting costs (1990)
 - g. Dependent care
 - h. Kenneling
- 11.6.8. Car rental will only be funded if:
- a. there is no alternative public travel source available,
 - b. two (2) or more Professional Development funded individuals are sharing the expense. (1990)
- 11.6.9. Money allocations are transferable to other colleagues within the DCTA sub-local. (2013)
Transfer of individual Professional Development funds is subject to conditions laid out in Unit Professional Development policies. (2003). Teachers may use only \$2,000.00 of transferred funds from individual professional development funds.
- 11.6.10. Credit card receipts being submitted for refund must be in the individual's 'family' name. (1990)
- 11.6.11. Reimbursement for those electing to drive to, or to fly one's own plane to, a Professional Development activity shall not exceed the regular airfare by commercial carrier. Gas receipts must be submitted in place of airline tickets. (1990)
- 11.6.12. When a member participating in Professional Development activities stays with relatives or friends, their hospitality may be recognized to a limit equal to the current BCTF rate, and to be reviewed annually.
- 11.6.13. Where more than one (1) person is travelling by car to a Professional Development activity, reimbursement shall be paid on the basis of one (1) vehicle for each three (3) persons OR the allowance for the distance may be shared equally by the number of vehicles travelling. (1990)
- 11.6.14. The honorarium for each conference chairperson and conference sub-committee chairperson will be \$250.00 (1990) (1999) (2004)
- 11.6.15. Any member who puts on a workshop will be given an honorarium not to exceed the amounts specified in existing Professional Development policy. (1990) (1999)
- 11.6.16. The maximum a member can be reimbursed from any combination of Professional Development Funds in one (1) year will be three thousand dollars and zero cents (\$3000.00), this figure to be reviewed annually. This figure of three thousand dollars and zero cents (\$3000.00) does not include administrative reimbursements or Support for Growth activities. (1998) (2006) (2007)

- 11.6.17. The honorarium for the Conference treasurer will be five hundred dollars and zero cents (\$500.00) payable from the conference fund, once every three (3) years, beginning September. (1994)
- 11.6.18. Each of the major Professional Development accounts (Foundation, Conference, Individual Professional Development and Support for Growth) will pay one (1) month's rent per year for the PRSTA office.
- 11.6.19. The honorarium for the Professional Development Treasurer will be two thousand five hundred dollars and zero cents (\$2500.00) - two thousand dollars and zero cents (\$2000.00) from Professional Development and five hundred dollars and zero cents (\$500.00) from Foundation.
- 11.6.20. That the honorarium for the Foundation Chairperson be five hundred dollars and zero cents (\$500.00) annually.
- 11.6.21. An honorarium for the PRSTA Professional Development Chairperson will be one thousand dollars and zero cents (\$1000.00) payable annually. (1999)

12.0. Provincial Specialist Associations

- 12.1. Local chapters of Specialist Associations will be affiliates of the Provincial Specialist where a Provincial Specialist Association exists.
- 12.2. PSA memberships may be paid from individual professional development accounts (2008)

13.0. Retiring Teachers

- 13.1. That when a PRSTA member of pensionable age retires from active service, he/she be honoured at a social event during his/her last year of teaching and that he/she be presented with a gift on behalf of the PRSTA.
- 13.2. Financial support, up to two hundred fifty dollars and zero cents (\$250.00) annually, shall be granted to the Retired Teachers' Association, if requested by letter.

14.0. Scholarship

14.1. That the PRSTA provide funds for an annual scholarship to be known as the PRSTA Scholarship. The amount of the scholarship to be determined at the PRSTA Annual General Meeting.

14.2. PRSTA Scholarships regulations:

14.2.1. To be awarded to a hard-working Grade 12 student from any of the three (3) secondary schools in SD59. Students must have a minimum of a C+ average to qualify for this award. Preference will be given to students who meet all the criteria and whose parent is a member of the Peace River South Teachers' Association.(2004)

14.2.2. To be used to support full time study at a post-secondary institution, which may include a college, university or technical institution.

14.2.3. May be deferred for one (1) year upon written notification of intention to the PRSTA treasurer.

14.2.4. To be awarded only after proof of registration in a second semester has been received from the enrolling institution.

14.2.5. All applicants must fill out the required application form and provide supporting documentation. Completed application forms must be received by the Peace River South Teachers' Association office by May 15th of each school year. Application forms can be obtained from the secondary school counsellors or the Peace River South Teachers' Association office.

14.2.6. An Ad Hoc committee with representatives from the three geographic areas will be formed by the PRSTA executive to determine the recipient.(2006)

15.0. Unit Association

15.1. That the minutes of all unit annual general meetings or special general meetings where policy changes are made be forwarded to the PRSTA following each meeting.

15.2. A copy of the annual financial statements of the Dawson Creek Teachers' Association (DCTA), Chetwynd Teachers' Association (CTA) and Tumbler Ridge Teachers' Association (TRTA) shall be forwarded to the PRSTA and shall be filed in the PRSTA archives. (2013)

15.3. That units shall make presentations to the Board of Education only with the approval of the PRSTA President.

16.0. Leadership Training Fund

- 16.1. A Leadership Training Fund of up to five thousand dollars and zero cents (\$5000.00) will be maintained. (2012)
- 16.2. Members accessing the Fund will be guided by the Leadership Training Policy (Appendix A). (1991)
- 16.3. Members recommended for funding by the Leadership Training Committee (Appendix A) shall be ratified by the Executive Council.

17.0. Attendance at Unit and PRSTA Meetings

- 17.1. Any PRSTA member whose teaching assignment prevents him/her from attending any general meeting of the PRSTA, or a unit general meeting, is entitled to call in a teacher teaching on call so that he/she may attend the meeting. TTOC costs will be paid for by the PRSTA or the unit in which a person is attending a meeting, as appropriate.

18.0. Specific Policies re: Finance (2015-2016)

- 18.1. That the membership fee be \$500.00.(2015)
- 18.2. That the honorarium for the PRSTA Treasurer be \$2500.00.
- 18.3. That the value of the PRSTA Scholarship be \$2000.00 for the 2015-2016 year. (2012) (2002)
- 18.4. That the fee for teachers teaching on call members be \$3.00 per day worked. (2004) (2006)(2015)
- 18.5. That the calculation of the support grant to the Dawson Creek Teachers' Association unit be based on \$25.00 per FTE teacher as of September 30. (1993)
- 18.6. That the fee for an associate member of the PRSTA be \$10.00.
- 18.7. That the Conference Fund pay one (1) month's PRSTA office rental per year.
- 18.8. That the Professional Development Fund pay one (1) month's PRSTA office rental per year.
- 18.9. That the Foundation Fund pay one (1) month's PRSTA office rental per year.
- 18.10. That the Dawson Creek Teachers' Association (DCTA) pay one (1) month's PRSTA office rental per year.
- 18.11. That the Support for Growth Committee pay one month's PRSTA office rental.
- 18.12. Effective July 1 2015, PRSTA members travelling to activities of the Local will be reimbursed at the rate of 55 cents per km. (subject to the terms set out in 4.3) (2006) (2008)(2013)(2015)

- 19.0. Financial Support for PRSTA members/families dealing with death.
 - 19.1. Definitions
 - a. Immediate family shall be defined as: spouse (including common-law and same sex partners), son, daughter and foster child.
 - b. Other family shall be defined as: father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandmother or other person living in the same house and not covered by 20.1a.
 - c. Retired teachers shall be defined as teachers who have been Peace River South Teachers' Association members and have retired from School District 59. (2009)
 - 19.2. Death of a teacher employed by School District 59 who is a member of the Peace River South Teachers' Association.
 - a. In the event of the death of a teacher as defined, a donation to the family of \$300.00 will be made available for their use.
 - 19.3. Death of a teacher's immediate family
 - a. In the event of the death of a teacher's immediate family member as defined in 20.1.a. donation of \$100.00 will be made available for their use.
 - 19.4. Death of a teacher's other family members
 - In the event of the death of a member of a teacher's family as defined in 20.1.b a sympathy card will be sent by the Peace River South Teachers' Association
 - 19.5. Death of Retired Teachers
 - a. In the event of the death of a retired teacher as defined in 20.1.c a sympathy card will be sent by the Peace River South Teachers' Association
 - b. If the retired teacher has served on the Executive and/or committees of the Peace River South Teachers' Association flowers/donation in addition to a card may be sent at the discretion of the President (2009)
- 20.0. Strike Support
 - 20.1. That strike support to other locals be attended to on a case-by-case basis. (1991)

Appendix A
PRSTA Leadership Training Policy (1991)

Purpose:

PRSTA Leadership Training funds will be utilized to assist active PRSTA members in positions of responsibility to garner additional expertise not readily available through regular teacher training events, in order to enhance their leadership function within the union. Sponsored activities will be related to areas of current PRSTA initiative.

Budget:

Up to five thousand dollars and zero cents (\$5000.00) per year, to be maintained within present PRSTA bookkeeping system. (2004)(2006)

Leadership Training Committee:

A committee of three (3) Executive Council members; PRSTA Vice-President, PRSTA Treasurer and PRSTA Local Representative will serve as the Leadership Training Committee of the PRSTA. The PRSTA President will be a member ex-officio of this committee.

The mandate of this committee will be as follows:

- 1.0. Selection of appropriate events for funding consideration. Events include conferences, seminars and training sessions.
- 2.0. Establishment of eligibility criteria for each event, from the following categories of candidates:
 - 2.1. Priority will be given to PRSTA Executive Council members
 - 2.2. Where applicable or advantageous to the union, funding consideration will be extended to members serving on active PRSTA committees.
- 3.0. Determination of the amount of funding which will be available for each appropriate event, utilizing the following guidelines:
 - 3.1. Funding will cover the following expenses:
 - 3.1.1. Registration
 - 3.1.2. Accommodation (or thirty dollars and zero cents [\$30.00] per night for those who stay with family or friends)
 - 3.1.3. Airfare (or equivalent) and ground transportation to and from the airports (at 'Airporter' rates)
 - 3.1.4. Meals (at BCTF per diem rates) if not included in registration fee.
 - 3.1.5. Teachers Teaching on Call costs
- 4.0. Advertisement, as far in advance as possible, of each appropriate event, and the funding guidelines, to eligible members and indicate at that time if more than one person may be considered for funding for each event.
- 5.0. Selection of the representative(s) who will receive Leadership Training funding, utilizing the following criteria:

- 5.1. determine whether more than one (1) person will be funded for the same event (the option of sending two [2] representatives is always open if they agree to split the available funding between them)
 - 5.2. a person who has been funded previously for a Leadership event may be considered for further Leadership funding if the committee deems that applicant to be the best choice
 - 5.3. where there are two (2) candidates deemed to be of equal eligibility by the committee and one (1) has already received Leadership funding, within that school year, the other candidate will be selected [unless 5.1 applies]
 - 5.4. where there are two (2) candidates deemed to be of equal eligibility by the committee and neither has received Leadership funding, within that school year and it has been committee will determine which candidate will be funded through a lottery process
 - 5.5. if more than two (2) applications are received for the same event, criteria 5.1 and 5.2 will be applied. Applicants who have received funding within that school year will be those who are being eliminated. A lottery will be held to make the final determination.
- 6.0. Undertaking an annual Leadership Training policy review with recommendations to the Executive Council, which will forward necessary recommendations to the PRSTA AGM.