



# Terms of Reference

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## ANNUAL MEETING/RESOLUTIONS COMMITTEE

### Composition of Committee

All delegates to the Federation Annual Meeting as determined by Article 10.1 of the Local Constitution shall be members of this committee.

The Second Vice President shall chair the committee.

### Duties

1. to accept resolutions to the Federation Annual Meeting from the membership and the Executive of the Local prior to December 21.
2. to present resolutions to the Federation Annual Meeting to a GEETF Union Steward meeting prior to March 1st for approval.
3. to ensure that resolutions to the Federation Annual Meeting are received by the Federation by March 1.
4. to approve the scheduling of delegates and alternates on the floor of the Provincial Annual Meeting. Such schedule shall ensure fair and equitable distribution of time for each member of the delegation.
5. to meet prior to the Federation Annual Meeting to review all resolutions as published by the Federation.”

## AWARDS COMMITTEE

### Composition of Committee

The committee, to be established no later than December 31st each year, shall consist of a maximum of seven (7) members of the Local; at least one of whom shall be an Executive member. Should there be more than seven (7) members put their names forward, the Executive shall determine the membership.

### Duties:

1. Review the criteria for the awards and make any recommendations to the GEETF Executive prior to February 1st for any revisions.
2. Evaluate all projects submitted for consideration.
3. Determine all recipients of awards for projects.
4. Make recommendations to the Executive for any Honourary Life Membership awards.

## COLLECTIVE BARGAINING COMMITTEE

The Terms of Reference for the Collective Bargaining Committee shall be reviewed after the ratification of every Collective Agreement concluded between the Local and the Grand Erie District School Board

### DEFINITIONS

#### Member:

For purposes of bargaining, a “member” means an active member of the Local as defined in Article IV of the GEETF Constitution.

#### Teachers’ Bargaining Unit:

The bargaining unit is composed of every member as defined above.

#### Bargaining Agent:

The Federation is the bargaining agent.

#### NAME:

The Committee shall be named the Grand Erie Elementary Teachers’ Federation Collective Bargaining Committee.

### MEMBERSHIP OF THE CBC

The committee shall consist of the President, First Vice President, Second Vice President, and six (6) members from the Local. The First Vice President shall be the Chair of the Collective Bargaining Committee. A Secretary shall be elected by the CBC from its membership.

### ELECTION

1. The Chief Negotiator shall be the First Vice President (see Constitution 7.2.2 Duties of the First Vice President).
2. six (6) members will be elected following ratification of a Collective Agreement.
3. The timing of the CBC election shall be determined by the Table Executive of the Local.

4. The CBC election shall take place at a Membership meeting of the Local. The Second Vice President will chair the election portion of the Membership meeting.
5. Nominations for membership on the CBC must be received by the First Vice President no later than fifteen (15) school days prior to the date of the CBC election. Notwithstanding the foregoing, nominations duly moved and seconded and with the consent of the nominee, shall be accepted at the Membership meeting.
6. Candidates may address the Membership meeting. A prepared script may be presented if the candidate is unable to attend the meeting. Speeches and prepared scripts are limited to two (2) minutes in length.
7. The election shall be by secret ballot. Three (3) Table Executive members, not seeking election to the CBC, will count the ballots. The six (6) candidates who receive the highest number of votes shall be declared elected. Only the names of the successful candidates will be reported to the membership.
8. The vote shall be on one ballot and members may vote for up to six (6) candidates. The successful candidates shall be the six (6) who receive the highest number of votes. Should there be a tie which would result in more than six (6) candidates being elected, a subsequent ballot containing the names of the candidates who received the largest number of tied votes for the final position(s) shall be used to elect the successful candidate(s) for the remaining vacancy(ies).
9. The doors will be tiled during the CBC election.
10. In the event that positions are not filled through the election process, or if the number of CBC members decreases below a total of nine (9), the Table Executive shall appoint members to fill the complement..
11. In the event an elected member is unable to fulfill his/her duties, the Table Executive shall appoint a member to fill the vacant position as soon as possible.

## PROCEDURES

1. A quorum for a CBC meeting shall be a simple majority of the members of the committee.
2. Each member of the committee shall have one vote.
3. A simple majority shall be required to approve motions.

#### 4. Preliminary Submission

The preliminary submission shall be developed and presented to the membership. The following process will be followed prior to the expiration of the Collective Agreement:

- members will be surveyed.
- written submissions and oral presentations may be made to the CBC.
- a mass meeting shall be held to present and ratify the local preliminary submission.
- the local preliminary submission shall be ratified by a simple majority of those members in attendance at the mass meeting.

#### Tentative Agreement

- (a) A mass meeting shall be held within eight (8) school days after a local tentative agreement is reached. At that meeting, written copies of the changes to the Collective Agreement will be provided for each workplace
- (b) A vote at each workplace will be held within five (5) school days after the mass meeting.
- (c) The vote shall be by secret ballot at each worksite.
- (d) A simple majority shall be required for approval of the local tentative agreement.
- (e) At least three members of the CBC shall count the votes at the GEETF office.
- (f) Voting results will be released by 3:30 p.m. of the next school day.

#### DUTIES

The duties of the Collective Bargaining Committee shall include the following:

1. to be responsible to the Federation, the Table Executive of the Local and the membership of the Local;
2. to represent all members of the bargaining unit;

3. to provide information so the membership can make informed requests and give sound direction to the committee and make informed decisions for ratification;
4. to seek input from the members through surveys and other methods;
5. to prepare a local preliminary submission based upon the results of the committee's investigation and analysis, input from the membership of the Local and Federation priorities;
6. to consult with the Federation throughout the preparation of the submission;
7. to submit the local draft preliminary submission to the Federation in sufficient time for any comments or recommendations to be implemented prior to presentation to the membership;
8. to present the local preliminary submission to the members of the Local;
9. to establish procedures and protocol to be followed during committee meetings and during negotiations;
10. to negotiate with the Grand Erie District School Board;
11. to present the local tentative agreement at a mass meeting of the membership for ratification;
12. to establish and maintain an effective method of communication with the Federation, the Local Table Executive and members of the Local throughout negotiations.

The General Membership of the Grand Erie Elementary Teachers' Federation will:

1. be asked to respond to surveys to enable the CBC to ascertain priorities in the preparation of the preliminary submission;
2. be invited to bring concerns to the CBC through written submissions prior to the presentation of the preliminary submission. These must be received in sufficient time for any concerns and/or recommendations to be considered by the CBC;
3. be invited to attend all mass meetings called by the President at the direction of the CBC to discuss any matters pertaining to negotiations;
4. maintain CONFIDENTIALITY throughout the process.



The Collective Bargaining Committee Members shall:

1. attend all duly called meetings. Each committee member shall endeavor to give the First Vice President twenty-four hours notice if he/she is unable to attend;
2. serve as members of the committee until the ratification of the Collective Agreement being negotiated. In the event of a resignation or retirement from the CBC, the member shall submit a letter of resignation to the Chair with a copy to the President. Said member shall be replaced as quickly as possible as outlined in Election #11;
3. maintain CONFIDENTIALITY throughout the process;
4. be prepared to discuss all articles of the Collective Agreement and their affect on elementary teachers under contract with the Grand Erie District School Board;
5. be fully aware of the minutes and other data generated in CBC meetings and negotiation sessions;
6. assist in drafting language, recommend changes to be included in the preliminary submission and participate in the bargaining process with the Grand Erie District School Board.

The President shall:

1. prepare, in consultation with the First Vice President, and distribute all news releases and internal communications concerning negotiations;
2. provide written notice of intent to negotiate to the Grand Erie District School Board and notify the First Vice President when this is completed;
3. co-sign, with the First Vice President, any clauses/articles as they are agreed to during negotiations;

4. notify the Federation immediately when any of the following occur:
  - the Board serves notice of intent to negotiate,
  - an impasse is considered to be reached or is so declared by either party,
  - a conciliator is appointed,
  - a local tentative agreement is reached.
5. submit the final draft of the new local Collective Agreement to the Federation as soon as possible after ratification;
6. notify the membership of mass meetings at the direction of the CBC;
7. accompany the First Vice President at all discussions with representatives of the Board.

The First Vice President shall:

1. call meetings for the committee with sufficient notice to ensure a quorum;
2. prepare the agenda for each meeting;
3. preside over all CBC meetings and facilitate discussion;
4. be the spokesperson of the CBC at the negotiations table unless other arrangements have been made;
5. prepare and co-sign with the President, any clauses/articles agreed to during negotiations;
6. prepare, in consultation with the President, and distribute all news releases and internal communications concerning negotiations;
7. be the official contact with the Board's negotiating committee unless other arrangements have been made;
8. call caucus when needed during negotiations to address issues which have not been previously discussed by the CBC;
9. forward the local preliminary submission to the Federation in sufficient time for any comments or recommendations to be implemented prior to presentation to the membership;
10. present the local preliminary submission to the membership at a mass meeting for ratification by a simple majority of members at the meeting;

11. present the recommendations of the CBC to the membership for ratification of the local tentative agreement by an every member in-school vote;
12. ensure that members of the CBC receive promptly the minutes of all meetings;
13. submit to the Treasurer a proposed committee budget for the following year;
14. notify all members when a meeting is cancelled;
15. be in the company of the President during all discussions with representatives of the Board.

The Secretary shall:

1. record the minutes of all meetings.

## CONSTITUTION COMMITTEE

1. To review the Local Constitution and bring proposed changes from the committee to the Local Executive prior to distribution to the membership.
2. To seek resolutions from membership.
3. To publish all resolutions for distribution to the membership twenty (20) days prior to the Annual Meeting.
4. The Chair shall chair this part of the Annual Meeting agenda.

### Composition of Committee

1. The Constitution Committee shall consist of the President, the First Vice President, and three (3) additional committee members by volunteer or by appointment as necessary.

## ETHICAL DONATIONS SCREEN

The Grand Erie Elementary Teachers' Federation will use the following criteria to determine support, financial and otherwise, requested by individuals or groups.

### POSITIVE SCREEN

1. To determine diversity the following areas will be included in the decision making:
  - Work issues
  - Family issues
  - Education concerns
  - Disability issues
  - LGBTQQ issues
  - Socio-economic issues
  - Non exclusionary practices
  
2. To determine concern for the environment the following areas will be included in the decision making:
  - Respect for the natural environment
  - Anti-pollution practices
  - Energy conservation
  - Support for other conservation groups
  
3. To determine a pro union position the following areas will be included in the decision making:
  - Employee participation in decision-making
  - Fair labour practices
  - Fair wages/benefits
  - Socially progressive relationships

### NEGATIVE SCREEN

No support will be given to any individual or group that promotes/are promoted by, supported by or benefits in any way through:

1. Alcohol
2. Tobacco
3. Oppressive practices
4. Irresponsible marketing

## FIRST FIVE YEARS TEACHERS' COMMITTEE

1. To investigate the professional development needs and challenges of teachers in the first five years.
2. To provide opportunities for networking, professional development, sharing and professional growth for teachers in the first five years.
3. To foster an awareness of opportunities with our Local and ETFO.
4. To submit to the Treasurer a proposed committee budget for the following year.
5. To prepare an annual report for presentation at the Local Annual Meeting.

### Duties of the Chair

1. To prepare a report to liaise with a member of the Executive.
2. To attend personally or send a delegate to all Membership and Local Representative Council meetings and present a report.
3. To present a year end report for the Local Annual Meeting.

## GOODWILL

GEETF acknowledges the following:

- Long term illnesses
- Bereavements
- Long Term Disability members
- Teachers new to the Grand Erie District School Board
- Members and/or Administrators on new positions
- New babies/adoptees of members
- Retirement/resignation of members of GEETF Executive
- Marriages

Guidelines will be as follows:

- On the death of a member, a bronze bar will be placed on the memorial plaque in the GEETF Office indicating birth year, year of death and name of the deceased member.
- A bronze bar will also be placed on our memorial plaque for retired members who pass away within one year of their date of retirement retroactive to September, 2001.
- An amount of \$30.00 will be spent on a memorial donation to the charity of the family's choice for the bereavement of a member, his/her spouse, child, mother, father, mother-in-law, father-in law, sibling, daughter-in-law, son-inlaw, grandchild.
- A card may be sent upon other occasions of condolence.
- An amount of \$20.00 will be spent for a gift certificate for illnesses of members of more than three (3) weeks.
- Long Term Disability members will be remembered once a year with a gift up to the value of \$20.00. The Goodwill Chair will decide the appropriate time of the year for this gesture.

## Goodwill Terms of Reference continued

- A congratulatory card and \$20.00 gift certificate for Coles/Chapters Bookstores will be sent to new GEETF parents that they may choose a book for their newborn/adopted child.
- New teachers to the Grand Erie District School Board and to our membership will be given a GEETF pin.
- Congratulatory cards will be sent to members attaining an Administrative position and to Administrators who achieve a promotion.
- A congratulatory card shall be sent to a member on the occasion of his/her marriage.
- Cards may be sent for other occasions at the discretion of the Chair of the Goodwill Committee or on direction of the President of GEETF.
- That members leaving the GEETF Executive shall be recognized for service to members with a gift valued at a maximum of \$30.00 per year of service, including service in the predecessor organizations.
- A card and \$20.00 gift certificate for Coles/Chapters Bookstores will be sent to an exchange teacher to welcome him/her as an Associate Member of our Local.



## INDIGENOUS PARTNERSHIP COMMITTEE

To offer opportunities for GEETF members to learn about Indigenous perspectives, histories and cultures;

To promote professional and personal growth in understanding of Indigenous perspectives and Indigenous education;

3. To support the development of confidence in teaching about Indigenous perspectives.

### COMMITTEE COMPOSITION

The committee will be composed of GEETF members. It is important to ensure the inclusion of GEETF members who identify as First Nations, Metis or Inuit.

1. A chair shall be selected by the committee;
2. A GEETF Executive Liaison will be on the committee;
3. The number of members deemed to be necessary to carry out the business of the committee;
4. Non GEETF members may be invited to contribute to the committee as allies.

### DUTIES OF THE CHAIR

The Chair of the Committee shall:

1. Ensure the maintenance of committee minutes and related documents;
2. Liaise with other committees and outside groups as necessary;
3. Ensure reports are made at Executive, Representative Council and Membership meetings;
4. Be responsible for the committee's budget.

## POLITICAL ACTION/PUBLIC RELATIONS COMMITTEE

1. To engage the members in items, issues and actions related to political activity and public relations.
2. To provide support (financial and otherwise) that aligns with the committee's mandate.
3. To profile political issues, both within Grand Erie and the broader community, to the membership and to make recommendations, where appropriate, to the GEETF Executive.
4. To actively support GEETF members who let their name stand for municipal, provincial and federal positions and who have political platforms that align with Federation and Local platforms and/or positions.
5. To act upon the recommendation or direction of the Executive.
6. To recommend resource material, training material and communication strategies to support effective political action.
7. To submit to the Treasurer a proposed committee budget for the following year.
8. To prepare an annual report for presentation at the Local Annual Meeting.

### Composition of Committee:

1. A Chair selected by the committee.
2. An Executive liaison.
3. The number of members deemed to be necessary to carry out the business of the committee.
4. A GEDSBOT liaison as mutually agreed upon.
5. Non GEETF members may be invited to contribute to the committee as resource personnel as deemed necessary.

## PROFESSIONAL DEVELOPMENT COMMITTEE

1. To investigate the Professional Development needs of the Local and plan appropriate programs.
2. To explore opportunities for joint Professional Development/Learning Ventures with the Grand Erie District School Board.
3. To capitalize fully on the Professional Development opportunities available from the Federation.
4. To submit to the Treasurer a proposed committee budget for the following year.
5. To prepare an annual report for presentation at the Local Annual Meeting.

### Duties of the Chair

1. To attend all executive meetings and present a report
2. To attend personally or send a delegate to all Membership and Local Representative Council meetings and present a report.
3. To present a year end report for the Local Annual Meeting.

## SOCIAL JUSTICE COMMITTEE

1. To inform and educate members of the GEETF about issues related to social justice.
2. To work in conjunction with other community groups to promote the cause of social justice and equity.
3. To address equity issues.
4. To make donations to groups and/or recommend to the GEETF executive that donations be made to groups using the GEETF Ethical Donations Screen.

### Composition of Committee:

Membership on the committee shall adhere to the GEETF Constitution and shall include:

1. A Chair selected by the committee.
2. An Executive liaison.
3. The number of members deemed to be necessary to carry out the business of the committee.
4. Non GEETF members may be invited to contribute to the committee as resource personnel as deemed necessary.

### Duties of the Chair:

The Chair of the Committee shall:

1. Ensure the maintenance of committee minutes and related documents.
2. Liaise with other committees and outside groups, as necessary.
3. Make reports to all Executive, Representative Council and Membership meetings.

## Procedures and Practices

1. The committee shall create an *Ethical Donations Screen* to be used by the GEETF when considering donations to outside groups. Such screen shall be approved by the GEETF Executive and shall be reviewed annually by the committee.
2. Make donations to groups or individuals whose request meets the criteria outlined in the Ethical Donations Screen.
3. To make recommendations to the GEETF Executive regarding donations to groups whose request meets the criteria outlined in the Ethical Donations Screen.
4. An agenda shall be drafted by the Chair including input from committee members.
5. Any subcommittees appointed by the committee shall make regular reports to the full committee at committee meetings.

## STATUS OF WOMEN COMMITTEE

The Local Status of Women Committee shall work under the Federation general Terms of Reference for the betterment of women as follows:

1. To take action on matters referred by the Local membership and/or executive.
2. To recognize and take the necessary action on correspondence and items received.
3. To provide, develop and strengthen the lines of communication with other committees within the Local organization and the community at large (e.g. sharing of initiatives, developing partnerships).
4. To submit recommendations for committee action in the ensuing year, if appropriate.
5. To submit to the Treasurer the proposed budget for the following year.
6. To forward to the Secretary, the Committee's annual report for inclusion in the Local Annual Reports.
7. To forward to the Local Executive resolutions to the Federation Annual Meeting for submission by February 1st.
8. To provide resources and promote workshops, activities and special events on professional and personal development in non-curriculum areas related to women's issues.
9. To access funds from the Federation and match where possible to provide local stimulus.
10. All unused money be rolled over to next year's budget line to provide additional programs on a larger scale.

### Composition of Committee:

1. The committee shall be comprised of women members only.
2. The chair shall call meetings of the committee.

3. The chair shall report on the committee's progress and bring forward any motions decided on by the committee to the local Executive. In turn, the committee will address motions referred by the Local Executive/Membership as it pertains to the Status of Women Committee.
4. The Committee shall reach decisions by consensus whenever possible.
5. The chair shall pass to the successor a complete file of minutes and reports of the work of the committee.

## APPENDIX A

### GEETF Conflict of Interest Guidelines

1. A conflict of interest or potential conflict of interest may arise in a variety of situations, including, but not limited to:
  - a. where a member's private and/or financial interests are in conflict with his/her duty to GEETF or its members;
  - b. where a member's political interest or local's political interest is in conflict with his/her duty to GEETF or its members;
  - c. where a member makes a decision or acts in a manner that is not in the best interest of GEETF or its members;
  - d. where a member, or a member of their immediate family, personally contracts with GEETF.
  
2. A member who believes that he/she has a conflict of interest, or potential conflict of interest, in a matter that is before a GEETF meeting shall, if present at a meeting, disclose the general nature of the conflict of interest.
  
3. A member who has disclosed a conflict of interest, or potential conflict of interest, shall consider:
  - a. abstaining from voting or participating in the consideration of the matter that is before the meeting; or,
  - b. withdrawing from the meeting.
  
4. In the event that a member has reasonable grounds to believe that another member may be in a conflict of interest, or a potential conflict of interest, the member shall, if that conflict has not been disclosed, request that the potential conflict be considered by the Chair of the GEETF meeting. The Chair may, after consideration of the potential conflict of interest:
  - a. take action to disclose the conflict of interest before the meeting and/or may rule any agenda item out of order; or
  - b. the Committee/Executive may, with a two-thirds vote, determine if an member should abstain from voting or participating in the consideration of the matter and/or whether a member should withdraw from the meeting.