



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 Local resolutions to the ETFO Annual Meeting. Local resolutions shall be due prior to January 31.
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 the Federation due date.
4. To review 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 resolutions as published by the Federation.

ARTS COMMITTEE

Composition of Committee

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

1. A Chair selected by the Committee.
2. A GEETF Executive Committee 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 be members of the Arts Committee.
5. Non-GEETF members are ineligible to move or vote on budget motions.

Duties of the Chair

The Chair of the Committee shall:

1. Ensure the maintenance of the Committee minutes and related documents.
2. Liaise with other committees and outside groups, as necessary.
3. Make reports, or send a delegate, to all GEETF Executive and GEETF membership meetings.
4. Ensure that decisions are met through a majority.
5. Be responsible for the Committee's budget.
6. Present a year-end report for the GEETF Local Annual Meeting.
7. Liaise with other committee chairs with the goal of co-planning and coordinating activities for GEETF members.

Focus of the Committee

The Arts Committee's mandate is the following, not in order of priority:

1. Providing arts based professional development and support to our members.
2. GEETF members making art together through fostering the artist in each teacher.
3. Enjoying art together through organized artistic events.
4. Advocating and promoting a greater Arts profile within our communities.

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 March 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 Honorary 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 membership of the Collective Bargaining Committee is outlined in the GEETF Constitution. (Pending a Constitutional Change)

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 First 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 for CBC Meetings

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 items for inclusion in the preliminary submission.

Preliminary Submission

The preliminary submission shall be developed and presented to the membership. The following process will be followed:

- members will be surveyed once the Central Table items have been established.
- 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 ten (10) 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.
- (g) For the 2020-21 school year, an online mass meeting will be held within twenty (20) school days after a local tentative agreement is reached. Voting shall be done electronically within five (5) days of the mass meeting.

Sections (d) and (f) apply to the online process.

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 or direction;
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 or oral 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, the First Vice President, or the ETFO CB Staff Officer to discuss any matters pertaining to negotiations;
4. be expected to maintain CONFIDENTIALITY throughout the process.

The Collective Bargaining Committee Members shall:

1. attend all duly called meetings. Each committee member shall give the First Vice President 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, the First Vice President or the ETFO CB Staff Officer;
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;
16. determine the Table Team in consultation with the ETFO CB Staff Officer.

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 before the Annual Meeting.
2. To recommend motions to the Table Executive for consideration as Executive resolutions.
3. To seek proposed constitutional amendments from the membership.
4. The Chair shall ensure all proposed resolutions and constitutional amendments are distributed to the membership in accordance with the timelines established in the Local Constitution.
5. The Chair shall communicate with members who have submitted resolutions as needed.
6. In the absence of a Parliamentarian, the Chair of the committee shall chair this part of the Annual Meeting agenda.
7. The Constitution Committee shall be established by the end of October each year.

Composition of Committee

1. The Constitution Committee shall consist of the President, First Vice President, Second Vice President, and up to five (5) additional GEETF members by volunteer. If there are more than five (5) volunteers, lots will be drawn at the October Executive meeting.
2. The Chair of the committee will be chosen by the committee.
3. If the Chair of the committee is not a GEETF Executive member, then the President or First Vice President will act as the Executive Liaison.

ELECTIONS COMMITTEE

Composition of Committee

1. The Elections Committee includes the President, First Vice President, Second Vice President, up to three (3) non-released Table Executive members, and a minimum of six (6) to a maximum of ten (10) members in good standing who are not members of the Table Executive. If more than three (3) members of the Table Executive volunteer, a draw of lots shall be made during a meeting of the Table Executive to determine the three (3) Table Executive members. If more than ten (10) members who are not members of the Table Executive volunteer, a draw of lots shall be made during a meeting of the Table Executive to determine the ten (10) members.
2. The Elections Committee will be established no later than the December Table Executive Meeting of an election year.
3. The Elections Committee may be dissolved by the Table Executive following the elections that were facilitated by the Committee.

Duties of the Committee

The overall responsibility of the Elections Committee is to ensure a fair, transparent, and well-organized election of the Table Executive. Committee members are expected to abide by the ETFO Code of Conduct and must ensure the integrity of the Local elections process. Specific duties of the Committee include:

1. electing a Chair at the first meeting of a newly established Committee;
2. reviewing and making necessary updates to the *Local Campaign Guidelines* to be approved by the Table Executive;
3. overseeing the elections at the Annual Meeting by Committee members not seeking election (i.e. distributing, collecting and counting ballots; reporting the results of each election, etc.);
4. providing input and advice to the Executive Committee regarding Local elections as needed;
5. establishing, if needed, a sub-committee of members of the Elections Committee who will carry out election procedures during the Annual Meeting;
6. receiving formal allegations of a violation of the *Local Campaign Guidelines* made by a member against a candidate;
7. determining appropriate action if a candidate for election is found to be in violation of the *Local Campaign Guidelines*. The Committee Chair may access ETFO resource personnel or the Parliamentarian if advice is needed.

Duties of the Chair

The Chair of the Committee:

1. is selected at the first meeting of a newly established Committee;
2. must not be seeking election to the Table Executive at the upcoming election of the Local;
3. is the Returning Officer of the Local;
4. coordinates with the Executive Assistant to seek and receive nominations and to communicate to the membership the names of candidates for the Table Executive;
5. is included in all correspondence with the Executive Assistant to ensure transparency;
6. may liaise with outside groups and agencies if required;
7. makes reports, as required, of the Committee to the Table Executive and informs the Committee of decisions of the Table Executive, if the Chair is a member of the Executive Committee. If the Chair is not a member of the Table Executive, the President will liaise between the Committee and the Table Executive;
8. may make reports of the Committee at meetings of the Local;
9. chairs the elections process during the Annual Meeting in conjunction with the Parliamentarian;
10. supports candidates regarding elections procedures;
11. coordinates with the Executive Assistant to ensure the membership receives necessary information regarding Local elections;
12. receives any complaints;
13. communicates decisions of the Committee to a candidate found to have acted in violation of the *Local Campaign Guidelines*.

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
4. Where the GEETF Executive or a Standing Committee gives a financial contribution to a social justice, political, labour or charity organization, the donor group should endeavour to engage with the receiving group in a meaningful way, where possible.

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 establish a budget for the following year.

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 prepare and present a year-end report for the Local Annual Meeting.
4. To submit to the Treasurer a proposed committee budget for the following year.

GOODWILL

GEETF acknowledges the following:

- Long term illnesses
- Bereavements
- Long Term Disability members
- Elementary teachers new to the Grand Erie District School Board
- Members in new Administrative 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. In addition, an amount of \$100.00 will be spent on a memorial donation to the charity of the family's choice.
- 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. In addition, an amount of \$50.00 will be spent on a memorial donation to the charity of the family's choice.
- An amount of \$50.00 will be spent on a memorial donation to the charity of the family's choice for the bereavement of a member's spouse, child, mother, father, mother-in-law, father-in-law, sibling, daughter-in-law, son-in-law, and grandchild.
- A card may be sent upon other occasions of condolence.
- An amount of \$25.00 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 \$25.00. The LTD Plan Administrator will determine the appropriate time of the year for this gesture.

Goodwill Terms of Reference continued

- A congratulatory card and \$25.00 gift certificate for Coles/Chapters Bookstores will be sent to new GEETF parents that they may choose a book for their newborn/adopted child.
- Congratulations will be sent to members attaining an Administrative position.
- 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 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 congratulatory card will be sent to members attaining a staff position at ETFO Provincial.

INDIGENOUS PARTNERSHIPS 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;

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 Six Nations, First Nations, Métis 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;
5. Non-GEETF members are ineligible to move or vote on budget motions.

Duties of the Committee

1. Attend and participate in meetings of the Indigenous Partnerships Committee. Members must have taken an active role in planning or preparing an event or have attended more than half the meetings in the current school year in order to be eligible for release time to attend one of this committee's events.

Duties of the Chair

The Chair of the Committee shall:

2. Ensure the maintenance of committee minutes and related documents;
3. Liaise with other committees and outside groups as necessary;
4. Ensure reports are made at Executive, Representative Council and Membership meetings;
5. 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. Non-GEETF members are ineligible to move or vote on budget motions.

Composition of Committee

1. A Chair selected by the Committee. If the Chair is not a member of the Executive, the monthly report will be given by the Executive Liaison.
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. A Grand Erie DECE liaison as mutually agreed upon.
6. Non GEETF members may be invited to contribute to the committee as resource personnel as deemed necessary.

Duties of the Chair

1. To prepare a monthly report to be presented to the Executive.
2. To attend personally or send a delegate to all Membership and Local Representative Council meetings and present a report.
3. To prepare a year-end report to be included in the Local Annual Meeting report.

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.

Duties of the Chair

1. To prepare a monthly report to be presented to the Executive.
2. To attend personally or send a delegate to all Membership and Local Representative Council meetings and present a report.
3. To prepare an annual report to be included in the Local Annual Report.
4. To submit to the Treasurer a proposed Committee budget for the following year.

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 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.
5. To advocate for social justice in the areas of peace, anti-poverty, non-violence, equity, and anti-racism.
6. To fight against anti-Black racism.
7. To advocate for the care and protection of the environment and actively engage in climate action.

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. 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 review annually an *Ethical Donations Screen*.
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 members who identify as women as follows:

1. To undertake the development of presentations, events, and programming that address the specific training and development of leadership in members who identify as women.
2. Educate members and the general public about issues surrounding people who identify as women and girls.
3. Engage more members who identify as women in federation activities.
4. To take action on matters referred by the Local membership and/or Executive.
5. To recognize and take the necessary action on correspondence and items received.
6. 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, accessing incentive funding to increase the participation of members who identify as women in our local).
7. To submit recommendations for committee action in the ensuing year, if appropriate.
8. To forward to the GEETF Executive Assistant, the Committee's annual report for inclusion in the Local Annual Reports.
9. To forward to the ETFO Annual Meeting Committee Chair resolutions to the Federation Annual Meeting for submission by the Monday following the January Executive Meeting.
10. To provide resources and promote workshops, activities, and special events on professional and personal development in non-curriculum areas related to women's issues and equity.
11. To access funds from the Federation and match where possible to provide local stimulus.
12. All unused money be rolled over to next year's budget line as per constitution Article 13.10.
13. The Chair shall call meetings of the Committee.
14. 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.

15. The Committee shall ensure that decisions are reached by a majority of members present.
16. To provide funds to members who identify as women for learning opportunities. Funds will support the goals and interests of women in leadership, politics, labour, equity and allyship. A member shall express her interest for these funds, in writing, to the Status of Women Chair, to be brought to the Status of Women Committee to be discussed or debated at their earliest convenience. The Committee will determine the amount of the budget allocated to this program, based on the overall budget of the Committee that year.

Composition of Committee

1. A Chair will be nominated by the Committee. The nominated member will accept or decline the nomination. The committee will vote for the chair based on nominations put forward by committee members.
2. The Committee shall be comprised of members who identify as women (strike- 'female').
3. There will be an Executive liaison.

AD HOC SPECIAL EDUCATION COMMITTEE

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. Non GEETF members may be invited to contribute to the committee as resource personnel as deemed necessary.
5. Non GEETF members are not permitted to vote on issues involving the use of GEETF funds.

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.

Focus of the Committee

1. To provide advice to the GEETF Executive on special education issues and their impact on members.
2. To provide advice to the GEETF Executive on the content, delivery, and design of special education programs for teachers of self-contained programs and learning resource teachers, and classroom teachers.
3. To review board policies and procedures related to special education and make recommendations to the GEETF Executive.
4. To provide advocacy for the unique needs of special education teachers.
5. To provide opportunities for professional development, networking, sharing and professional growth.

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 a member should abstain from voting or participating in the consideration of the matter and/or whether a member should withdraw from the meeting.