

## **BCTF Advisory Committees 2010–11**

### **Terms of reference and composition**

#### **Aboriginal Education Advisory Committee**

Composition: 9 members

1. To advise the Executive Committee on:
  - a. Aboriginal education issues
  - b. the development and implementation of an employment equity program for Aboriginal teachers
  - c. outreach activities.
2. To advise and consult on Aboriginal education issues with locals at zone meetings.
3. To review research on the level of success of Aboriginal students in BC public schools, and to provide advice on initiatives to enhance success for Aboriginal students.
4. To work with the Aboriginal Education PSA and teachers to improve the level of success for Aboriginal students.

(Aug. 02 Ex, p. 3-4)  
(Aug. 06 Ex, p. 5)

#### **Adult Education Advisory Committee**

1. To advise the Executive Committee on all matters related to adult education.
2. To review education policy and research and provide advice on initiatives to improve the level of success for adult learners.

(June 09 Ex, p. 17)

#### **Committee for Action on Social Justice**

Composition: 20 members, consists of the 4 members on each of the 5 action groups

That the following be the terms of reference for the Committee for Action on Social Justice:

1. To promote safe, nurturing, respectful, and inclusive environments for all teachers and students to work and learn, and in which all diversity is honoured.
2. To create resources for teachers and locals on specific action group issues.
3. To advise the Executive Committee on social justice issues and BCTF social justice policy.
4. To work on developing links with other unions, community groups, NGOs, and others on social justice issues.
5. To provide advice on criteria for social justice grants.
6. To assist locals and zones in developing social justice programs, projects, and events, particularly those that involve the concerns of the individual action groups.
7. To promote and assist in the development of local, zonal, and provincial networks of teachers on action group issues.
8. To facilitate the social justice portion of BCTF zone meetings, summer conference, and the Provincial Social Justice conference.

(Aug. 08 Ex, p. 6)  
(Nov 09 Ex, p. 2)

#### **Finance Committee**

Composition: 7 members, 2 of which are elected annually by the RA

##### **A. Financial Management**

1. To assist the Executive Committee, and through the Executive Committee the Representative Assembly, in carrying out the financial responsibilities of the Federation.

2. To develop financial objectives and policies that ensure the Federation operates in a financially prudent manner that results in a sound financial position.
3. To monitor revenues and expenditures in the various funds of the BCTF and Salary Indemnity Fund operations and report to the Executive Committee significant variations from budgeted amounts.
4. To review annually financial aspects of 6th and Ash building operations including the budget and financial statements.
5. To advise the Executive Committee and the Representative Assembly on the setting of the annual fee.
6. To assist the Executive Committee in specific areas such as the Staff Pension Plan Advisory Committee.
7. To act in an advisory/consultative capacity to the treasurer when necessary.
8. To monitor the performance of all BCTF investment funds and review annually the BCTF's investment policies and practices, and to advise the Executive Committee.
9. To review annually all insurance coverages.
10. To review annually BCTF expense account policies and to provide advice for change to the Executive Committee.
11. To review annually the BCTF president's, first, and second vice-president's salary and expense allowance policies.

#### B. Audit Committee Role

1. To provide the auditors with a means of access to the Executive Committee and to preserve the auditors' independence in their relationship with the treasurer and other staff.
2. To ensure that the auditors would have the right to appear before, and be heard by, the Finance Committee at any meeting of the audit committee.
3. Before the start of the annual audit to discuss with the auditors, in general terms, the scope of the examination as set out in the engagement letter and the audit fees.
4. To recommend the terms of the engagement letter to the Executive Committee.
5. At the completion of the annual audit, meet with the auditors:
  - a. to review the financial statements prior to approval of the Executive Committee and submission to the AGM.
  - b. to review and investigate any items covered in post-audit letters or recommendations on internal control.
6. At other times, to discuss quality and depth of accounting and financial staffing; implementation of new accounting systems and the need to extend the audit examination into areas beyond those required under a normal statutory audit; and to report on these discussions to the Executive Committee.
7. To review the Federation's system of control, accounting policies, and audit cost, and report, with advice, to the Executive Committee.
8. To nominate, through the Executive Committee, the external auditors for appointment by the Annual General Meeting.

(Aug. 06 Ex, p. 5)  
(Sept 09 Ex, pp. 5-6)

#### **Advisory Committee on French Programs and Services**

Composition: 7 members

1. To advise the Executive Committee on the needs and concerns of French as a first, and French as a second language teachers.

2. To review educational change as it pertains to French education, first and second language.
3. To advise the Executive Committee on bargaining, on professional development, and on other organizational matters as they relate to French as a first or working language (FFWL) members.
4. To review BCTF policy statements and objectives as they relate to FFWL members.

(Aug. 02 Ex, p. 5)  
(Oct. 06 Ex, p. 6)

### **Health and Safety Advisory Committee**

Composition: 9 members

1. To advise the Executive Committee on member health and safety matters including health and safety policy at the provincial level.
2. To review WCB issues and provide advice to the Executive Committee with respect to BCTF positions and strategies.
3. To act in an advisory capacity to improve health and safety in schools and other work sites.
4. To develop and review BCTF health and safety programs and to review other health and safety programs.
5. To assist in developing and providing School Union Rep Training programs on health and safety.

(Aug. 06 Ex, p. 6)  
(Sept 09 Ex, pp. 6–7)

### **Income Security Committee**

Composition: 5 members

1. To advise the Executive Committee on:
  - a. changes in policies and procedures of existing income security plans.
  - b. the establishment of new income security plans.
  - c. income security funds administered by the BCTF including an annual statement of anticipated revenue, expenditure, and cash flow for the Salary Indemnity Fund.
2. To participate on the BCTF Audit Committee.
3. To act as an appeal panel with respect to decisions of the administrator of any income security plan under the direct control of the BCTF.
4. To act as the Salary Indemnity Plan Committee.

(Aug. 02 Ex, p. 6)  
(Sept 09 Ex, pp. 6–7)

### **International Solidarity Committee**

Composition: 4 members

1. To provide advice to the Executive Committee on:
  - a. projects and grants for international solidarity projects
  - b. priority areas and themes for the development and carrying out of international solidarity projects
  - c. activities that build relationships between BC teachers and teachers in other countries through projects such as union exchanges and training programs.
2. To make decisions on funding of projects, on amounts not to exceed \$5,000 for a project.

(Nov. 02 Ex, p. 10)  
(Nov 09 Ex, p. 2)

### **Pensions Committee**

Composition: 11 persons; 6 members, 2 members that are also trustees, 2 RTA members appointed by the RTA, and 1 RTA member that is also a trustee

1. To participate as BCTF representatives on the Teachers' Pension Plan Advisory Committee.
2. To provide advice to the BCTF Executive Committee on pension matters including retirement income planning.
3. To provide advice, through the TPPAC, to Plan Member Partner Trustees on amendments to the pension plan rules, administration of the pension plan, and investment of the pension funds.
4. To develop and recommend pension policy to the BCTF Executive Committee.
5. To monitor and review the BCTF Group RRSPs.
6. To monitor and report on the responsible investment practices of the Teachers' Pension Plan.

(Dec. 07 Ex, p. 3)  
(Sept 09 Ex, p.

### **Professional Issues Advisory Committee**

Composition: 12 members, 3 selected annually by the PSA Council

1. To advise the Executive Committee on:
  - a. education policy
  - b. school goal setting and planning, and the government accountability agenda
  - c. professional autonomy
  - d. teacher education and certification
  - e. curriculum review, development, and implementation
  - f. professional development control, funding, and policy
  - g. enhancing teaching practice and supporting teachers in all stages of their careers
  - h. classroom assessment, evaluation, and reporting
  - i. promotion of democratic processes in schools
  - j. privatization, commercialization, and corporatization.
2. To advise and consult on professional issues with PD chairpersons, with locals, in zones, and with PSA Council.

(Aug. 06 Ex, p. 7)  
(Oct 09 Ex, p. 13)

### **Provincial Specialist Association Council**

Composition: 1 representative from each PSA

1. To provide a forum for the discussion and sharing of mutual concerns through meetings of the PSAC.
2. To advise the BCTF Executive Committee (EC) and reciprocally be advised on matters of particular concern to individual or to all PSAs.
3. To advise the Executive Committee on professional matters such as:
  - a. educational issues and policies
  - b. educational leadership
  - c. curriculum assessment, development, implementation, and evaluation
  - d. professional development funding and control
  - e. bargaining.
4. To advise the Executive Committee on requirements, including but not limited to, materials, facilities, resources and advocacy strategies for quality in public education.

5. To recommend to local presidents and PD chairs strategies to promote the involvement of local specialist associations in local association activities.
6. To recommend to the EC strategies to promote the involvement of PSAC in Federation activities.
7. To liaise and consult with the Professional Issues Advisory Committee (PIAC) regarding matters relating to PSAs and professional development.
8. To consider, in conjunction with BCTF staff, the draft annual PSAC budget and to carry out the objectives of the PSAC within the budget established by the Federation.
9. To give final approval to programs and budgets of PSAs.
10. To assist in the shortlisting of candidates for BCTF representatives or nominees on ministerial committees in the areas of curriculum and assessment.
11. To carry out the functions specified for the PSAC in other Federation procedures relating to PSAs.

(Aug. 06 Ex, p. 7)  
(Dec 09 Ex, p. 17)

### **Teacher Newsmagazine Advisory Committee**

Composition: 5 members

1. Ensure that the objectives of the newsmagazine are met.
2. Conduct periodic surveys of the effectiveness of the newsmagazine.
3. Participate in the annual planning and review of the newsmagazine.

(Aug. 02 Ex, p. 8)

### **Teachers Teaching on Call Advisory Committee**

(previously the Teachers on Call and Underemployed Teachers' Advisory Committee)

Composition: 9 members

To advise the Executive Committee on:

1. policies, procedures, and activities regarding teachers teaching on call.
2. strategies for improving the quality of life and professional recognition for teachers teaching on call.
3. structures, resources, and activities which encourage and support the participation of teachers who teach on call in the locals and the BCTF.

(Nov. 07 Ex, p. 8)

(Dec 09 Ex, p. 17)

### **WLC/Bargaining Advisory Committee**

Composition: 9 members

1. To foster effective teaching and learning conditions throughout the province that will ensure success for every student.
2. To study and analyze information on the provision and allocations of resources to the schools.
3. To study and analyze the workload of teachers and the quality and equity of learning opportunities provided to students.
4. To develop strategies and provide advice for locals in achieving improved working and learning conditions through local bargaining and other actions.
5. To provide ongoing advice on the bargaining objectives found in the *Members' Guide*.
6. To review all aspects of BCTF bargaining campaigns and provide advice to the Executive Committee.

(Oct 09 Ex, p. 13)  
(Nov 09 Ex, p. 5)