PSA Member Grant—Form 4: Outside Representation

PSA: _____ **Year:** _____

Please report on your PSA's outside representation on this form. There is a definition of Outside Representation and a list of what should be reported on page 2 of this form.

Person contacted, type of action (email, letter, meeting)	Date	Topic	Approval received (YES or NO or N/A)
Ministry of Education			
Other Government (other BC Ministries, TRB, TQS, ERAC, Federal Government, etc.)			
Community Groups and Non-Government Organizations			
School Districts			
Universities			
Industry			
Other (please specify)			

What needs to be reported on Form 4?

Representation Policy for PSAs (taken from 33.06 in the *Members' Guide to the BCTF*)

Outside representation is defined as: *communications aimed at influencing the decision-making of an external body*.

Outside representations may be categorized into one of two groups, those that require:

1. Authorization, and must be reported.
2. No authorization required but must be reported.

Other communications with organizations, that do not fall under the definition of outside representation above, do NOT need to be reported on Form 4.

Authorization Required

(i) Any proposal that relates to working and learning conditions, standards of specialist qualifications, teacher education and educational facilities.
(ii) Any briefs or media releases.
(iii) Actions to influence the Ministry of Education's policies and procedures, including those of the Teacher Regulation Branch and those related to school programs, curriculum, assessment, implementation, and school organization and operations.
(iv) Representations to commissions/hearings.
(v) Representations to the ministry on curriculum, assessment, policy, administrative matters.
(vi) Representations to agencies or organizations such as universities, community colleges, vocational schools.
(vii) Formal participation in public pressure groups or organizations.
(viii) Representation on ministry, university or other outside committees.
(ix) Representation on areas of general concern to education or affecting teacher education requirements.
(x) Liaison with business and industry.
(xi) Liaison with universities, community colleges, vocational schools other than articulation meetings.
(xii) Informal discussions with ministry officials regarding ministry programs.

No Authorization Required (but need to be reported)

(i) Response to questions initiated by the media.
(ii) Affiliation with other professional groups.
(iii) Articulation meetings with post-secondary institutions.