

Girls' Conference Committee Terms of Reference

1. Name:

The name of this ETFO-WRTL committee shall be the Girls' Conference.

2. Composition:

- a) The Girls' Conference Committee shall consist of a minimum of 5 and a maximum of 10 people, as well as the Rep from Conestoga College, appointed by Representative Council upon recommendation of the ETFO-WRTL Executive.
- b) The chairperson shall be appointed by the committee.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

3. Function and Role:

- a) The Girls' Conference Committee is responsible to and shall take direction from ETFO-WRTL.
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Girls' Conference Committee to:
 - i) record and distribute minutes of the Girls' Conference Committee meeting to members of the Girls' Committee and the president of ETFO-WRTL
 - ii) organize and implement a career conference for gr. 7 & 8 girls
 - iii) arrange for female presenters to focus on math, science and technology oriented careers.
 - iv) to make senior schools aware of the Girls' Conference for Grade 7 & 8 girls and encourage participation in the conference.
 - v) to attend and assist with the Girls' Conference.
 - vi) to advocate for non traditional career options for grade 7 & 8 girls through the Girls' Conference.
 - vii) organize a conference for Intermediate level girls in possible partnership with other educational institutions.
 - viii) The conference shall:
 - a) emphasize the need to continue the study of mathematics, science & technology.
 - b) explore career options and in particular non-traditional careers for women.

4. Duties of the Members:

- a) The duties of the chairperson shall include:
 - i) calling and chairing meetings of the committee as needed
 - ii) reporting regularly, or as requested to Executive
 - iii) keeping minutes or designating this task to secretary
 - iv) to make contact with organizations for financial support and/or donations (eg WRDSB)
 - v) ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line

- c) The duties of committee members shall include:
 - i) attending scheduled meetings of the Girls' Conference Committee
 - ii) notifying the chairperson of the Girls' Conference committee if unable to attend a meeting
 - iii) carrying out the functions as directed by the committee chairperson
 - iv) submitting mileage or equivalent by year-end

5. Meal Allocation:

- a) an allocation of up to \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

6. Procedure for Resignation:

- a) All resignations shall be by letter to the chairperson of the Girls' Conference committee who in turn will forward the resignation to the ETFO-WRTL President.
- b) With the advice of the chairperson, Representative Council upon recommendation of ETFO-WRTL executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

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