

**Lifetime of Reading Committee
Terms of Reference**

1. **Name:**
The name of this ETFO-WRTL committee shall be the Lifetime of Reading Committee.
2. **Composition:**
 - a) The Lifetime of Reading Committee shall consist of a minimum of 6 and a maximum of 13 people appointed by Representative Council upon recommendation of the ETFO-WRTL Executive.
 - b) Additional members: one or more retired teacher(s) may be asked to join the committee and provide assistance.
 - c) The chairperson shall be appointed by the committee.
 - d) The ETFO-WRTL president or designate shall be an ex-officio member.
3. **Function and Role:**
 - a) The Lifetime of Reading Committee is responsible to and shall take direction from ETFO-WRTL executive and/or Rep Council.
 - b) It shall be the responsibility of the Lifetime of Reading Committee to:
 - i) record and distribute minutes of the Lifetime of Reading Committee meeting to the Lifetime of Reading Committee members and the president of ETFO-WRTL
 - ii) decide on books to purchase for kits
 - iii) organize bags and flyers for kits
 - iv) package kits during “work bee”
 - v) invite personnel to help package books (retired teacher, school children, volunteer parents)
 - vi) to pursue financial support from outside groups and organizations
4. **Duties of the Members:**
 - a) The duties of the chairperson shall include:
 - i) meeting with the President or designate prior to September 30
 - ii) calling and chairing meetings of the committee as needed
 - i)
 - iii) reporting regularly, or as requested to Executive
 - iv) coordinate purchase and packaging of reading kits
 - v) inviting personnel to package reading kits, with release time for up to 4 members
 - vi) work with community agencies or groups which have programs for infants and preschool children to organize distribution of kits
 - vii) handling committee correspondence
 - viii) keeping records of expenditures and receipts relative to the Lifetime of Reading committee
 - ix) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1st
 - x) ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
 - b) The duties of committee members shall include:
 - i) attending scheduled meetings of the Lifetime of Reading Committee
 - ii) notifying the chairperson of the Lifetime of Reading 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 Lifetime of Reading committee who in turn will forward the resignation to the ETFO-WRTL President.

b) With the advise 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.

April 2013