

Men's Issues Committee Terms of Reference

1. Name:

The name of this ETFO-WRTL committee shall be the Men's Issues Committee.

2. Composition:

- a) The Men's Issues Committee shall consist of a minimum of 4 and a maximum of 8 people 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 Men's Issues Committee is responsible to and shall take direction from ETFO-WRTL Executive and/or Rep Council.
- b) The Committee shall 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 Men's Issues Committee to:
 - i) record and distribute minutes of the Committee meeting to members of the Men's Issues Committee and the vice-president of ETFO-WRTL
 - ii) promote and encourage the positive image of male teachers among members and in society
 - iii) develop educators' awareness of the issues encountered by men in the teaching profession
 - v) provide opportunities for continued education of members.

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
 - iii) reporting regularly, or as requested to Executive
 - iv) keeping records of expenditures and maintaining the approved budget of the committee
 - v) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1st
 - vi) 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 the scheduled meetings of the Men's Issues Committee
 - ii) notifying the chair of the committee if unable to attend a meeting
 - iii) carrying out the functions as directed by the committee chair

5. Procedure for Resignation:

- a) All resignations shall be by letter to the chairperson of the Men's Issues Committee who in turn will forward the resignation to the ETFO-WRTL President.

- b)** With the advice of the Men's Issues chair and the recommendation of ETFO-WRTL executive, Representative Council 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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