

Political Action/Public Relations Committee Terms of Reference

1. Name

a) The name of this ETFO-WR Committee shall be the Political Action/Public Relations Committee.

2. Composition:

a) The PA/PR Committee shall consist of a minimum of 8 members and a maximum of 12 appointed by Rep Council upon recommendation of the Executive. The committee will be made up of one Vice-President, 2 Associate Vice-Presidents, and 2 executive members, with the remaining 3 to 7 people coming from the general membership.

b) The chair shall be appointed by Rep Council upon recommendation of the Executive

c) The President of ETFO-WR or designate shall be an ex-officio member of the committee

3. Function and Role:

a) The PA/PR Committee is responsible to and shall take direction from the Executive and/or Rep Council

b) The PA/PR 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 PA/PR Committee to:

i) promote and enhance political activity for the ETFO-WR members and to promote and enhance the public image of elementary teachers

ii) support democratic process and promote understanding of workers' rights and union membership

iii) work in cooperation with TIE (Together In Education) the all affiliate group in the region

iv) produce a political action plan to deal with educational matters at the school board, provincial and federal levels of government

v) provide education about political action to the members

vi) produce public relations programs to inform the public about educational concerns

vii) plan a community outreach program that includes the promotion of educational issues

viii) establish partnerships with interested community agencies, clubs and programs

ix) produce and/or distribute outreach materials, newsletters, and flyers

x) record and distribute minutes of PA/PR meetings to members of the committee and the President or designate

4. Duties of the Members

a) The duties of the chairperson shall include:

i) meeting the President or designate prior to September 30

ii) calling and chairing meetings of the committee

iii) submit a written report and budget proposal to the Executive for approval

iv) keep records of expenditures/submit receipts for payment of expenses by June 1st each year

v) ensuring that the ETFO-WRTL committee mileage or equivalent be charged to the Travel Expense budget line

b) The duties of the members shall include:

- i) attending meetings and notifying the chair in advance if possible, if unable to attend
- ii) carrying out their roles as directed through the chairperson
- iii) 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. Procedures for Resignation:

a) All resignations shall be by letter to the chairperson of the PA/PR committee, who will forward them to the Executive through the President

b) With the advice of the chairperson, Rep Council may appoint a new member, upon recommendation of the Executive, to fill the vacancy and complete the term of the resigning member

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