

**PEACE RIVER SCHOOL DIVISION
TEACHER-BOARD ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. Purpose:
 - 1.1 The purpose of the Teacher-Board Advisory Committee is to provide a venue for conversations and the sharing of ideas that could enhance students' experience in schools. The Teacher-Board Advisory Committee meetings will provide a permanent and ongoing mechanism for considering all governance matters (such as budget, advocacy, policy, education plan etc.) in order to make recommendations to the Board. This may include matters of teacher efficacy. The teachers recognize the right of the Board to formulate policy and the Board recognizes the desirability of consulting its teachers.

2. Membership:
 - 2.1 The Committee is to be comprised of two or more trustees and six teachers, one of whom shall be a member of the Greater Peace Teacher Welfare Committee and one member of the Greater Peace Local #13 Executive.
 - 2.2 The Superintendent and Secretary-Treasurer will attend meetings in an advisory capacity and when called upon will provide information and ideas for discussion.
 - 2.3 To the extent possible teacher representatives should provide geographic representation and representing Grade Divisions 1, 2, 3 and 4.

3. Chair:
 - 3.1 Teacher and trustee members will take turns in appointing a chairperson at the beginning of each meeting.

4. Meetings:
 - 4.1 The Secretary-Treasurer will forward to all members and trustees notice of the meeting two Fridays prior to the meeting date. The notice will include a call for agenda items and a reminder that agenda items be submitted prior to or on the Monday prior to the meeting date.
 - 4.2 Meetings shall be held in September, November, January, March, and May. Agenda items are forwarded to the Secretary-Treasurer prior to the meeting.
 - 4.3 The Secretary-Treasurer will provide the agenda on the Tuesday prior to the meeting date.
 - 4.4 Meetings should be conducted in an informal manner without the requirement of official motions.


5. Procedures:
- 5.1 Meetings will normally be held in the Board's meeting room commencing at 7:00 pm with a tentative time limit of 10:00 pm. Videoconferencing will be available when and where possible.
 - 5.2 The Secretary-Treasurer for the Peace River School Division will act as Secretary for the Committee.
 - 5.3 Expenses of members of the Committee are to be borne by their respective organizations.
 - 5.4 Minutes for the meetings will be posted on the Division website after presentation to the Board and will be reviewed by the Committee in the following meeting. Where time allows, a draft of the minutes will be E-mailed to committee members for verification prior to presentation to the Board.
 - 5.5 At the beginning of each year the Committee shall conduct a review of these terms of reference to determine if they are operating to both parties' satisfaction.
6. Limitations:
- 6.1 No release of any information discussed at these meetings is to be made to the news media because of the advisory capacity of the Committee.
 - 6.2 Items covered in the current Collective Agreement between the parties will not be reviewed by the Committee.
 - 6.3 The Committee is not intended to solve individual or personal grievances: rather, it shall focus on system wide concerns and policies.
7. Amendments:
- 7.1 Any changes in these terms of reference shall require ratification by both the A.T.A. Local and the School Board.

8. Approval:

Signed at Grimshaw, Alberta this 16 day of December, 2021.



Trustees Representative



Teachers Representative