



# Professional Development Leave Committee

## Terms of Reference

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### 1. Purpose

The P.D.L.C. shall have full jurisdiction to oversee, set criteria, administer and process the Professional Development Leave Fund subject only to the current Collective Agreement and RVS Policy GLC.

### 2. Membership

#### Voting Members

- a) Two (2) Trustees as appointed by the Board at each Organizational Board Meeting.
- b) The Director of Human Resources.
- c) Three (3) representatives appointed by the Alberta Teachers' Association Local #35.

#### Advisory Members

- a) None

#### Ex-Officio Member

- a) Board Chairman
- b) President of ATA Local #35

#### Recorder

- a) A Human Resources' staff member shall act as recording secretary for the Committee.

The Board of Trustees and the Alberta Teachers' Association Local #35 will try to appoint members to this Committee for at least two year terms, and alternate replacement(s) of their representative(s) in order to maintain consistency on the Committee.

### 3. Meetings

- a) Meetings shall be held at least four times annually, as per the guidelines of the PDLC. The meetings shall coincide with application dates for leaves as per Board Policy GLC and the Collective Agreement, Article 18. Notice of meetings and meeting agendas will be sent to each member prior to each meeting, by the recording secretary.
- b) At the first meeting after the Board's Organizational Meeting, a Committee Chairman will be elected by the Committee from its voting members.
- c) The Chairmanship will alternate annually between Board (even years) and Alberta Teachers' Association Local #35 (odd years) representatives.
- d) Meeting Quorum: 4 voting members.

- e) Approval of Motions: For voting purposes, 4 members are required to vote in favour for a motion to be approved.

#### **4. Remuneration of Trustees**

Trustees will be remunerated according to Board Policy.

#### **5. Budget**

Members of the PDLC shall administer the budget of the committee as per Article 18 of the Collective Agreement.

#### **6. Other**

PDLC Guidelines are reviewed each year. These guidelines assist the committee and RVS teachers to effectively administer the PDLC fund for the given school year.

#### **7. Authority**

- a) The Committee has the authority to make all budgetary decisions regarding the PDLC, as per Article 18 of the Collective Agreement, and as per Board Policy GCL.