

POLICY 10 – APPENDIX B

ATA Liaison Committee Terms of Reference

1. Purpose:

- 1.1. The purpose of the Teacher-Board Liaison Committee is to provide a permanent and ongoing mechanism for considering matters of concern and communication thereon the views of the respective parties.
- 1.2. The teachers recognize the right of the Board to formulate policy and the Board recognizes the value of consulting its teachers.

2. Membership

- 2.1. The Committee is to be comprised of four teachers selected by the Grande Prairie and District Catholic Local #42, two Trustees and Superintendent. One of these teachers shall be the President of Local #42; Local Council shall select the other three teachers.
- 2.2. The Assistant Superintendent, Deputy Superintendent and Associate Superintendent may attend meetings in an advisory capacity and may provide information and ideas for discussions. The teachers shall be entitled to invite ATA members to the meetings in an advisory capacity to provide information and ideas for discussions. The Grande Prairie & District Catholic Schools Board Chair may attend meetings in an ex officio capacity, in addition to the two regular committee members.

3. Chair

- 3.1. Teacher and Trustee members shall appoint a co-chair and these co-chairs will alternate in the chairing and sharing of an opening prayer of successive meetings.
- 3.2. Each co-chair shall designate another member to act in his/her absence.

4. Meetings

- 4.1. Meetings shall be held once a month during the school year, unless both chairs agree to alternative arrangements.
- 4.2. The Agenda will be prepared by the President of the ATA (and circulated to the committee members) by the President of the ATA (Local) and the Superintendent of the Board one week prior to the meeting. (Items may be added to the agenda at the meeting).
- 4.3. Meetings shall be conducted in an informal manner without the requirement of official motions.

5. **Procedures**

- 5.1. Meetings will normally be held in the Catholic Education Centre. The dates and time shall be established at the first meeting of the school year.
- 5.2. In the spring the committee will establish a meeting date and time for the September meeting.
- 5.3. Expenses of members of the Committee are to be borne by their respective organizations.
- 5.4. After each year the Committee shall conduct a review of these terms of reference to determine if they are operational to both parties satisfaction.

6. **Limitations**

- 6.1. Items that are the subject of current collective bargaining negotiation shall not be discussed by the committee.
- 6.2. The Committee is not intended to solve individual or personal grievances: rather it shall focus on system wide concerns and policies.

7. **Amendment**


- 7.1. Any changes in these terms of reference shall require ratification of both the ATA Local and School Board.

8. **Approval**

Approved and signed at Grande Prairie, this 20 day of December, 2016



For the Board of Trustees
Grande Prairie & District Catholic Schools



For the Grande Prairie & District
Catholic ATA #42