

Educational Services Committee

Terms of Reference

1. Role of Educational Services Officer

The Educational Services Officer is the local representative of OSSTF Educational Services Committee. The Educational Services Officer acts as a link to the provincial committee and as chair of the local Educational Services Committee, coordinating the local committee and its activities.

Duties of the Educational Services Officer

- 1.1 To promote, generate, and coordinate the growth of OSSTF members, through workshops, speakers, and current educational services initiatives;
- 1.2 To consult with and make submissions to the Regional Advisory Coordinator of the Provincial Educational Services Committee;
- 1.3 To promote, encourage, and support student related research and effective models of professional development and training at the local level;
- 1.4 To participate at the biennial Educational Services Officers' Conference;
- 1.5 To participate at the biennial ESO Regional Training Sessions;
- 1.6 To identify the professional, curricular, and educational issues and concerns of OSSTF members and to make recommendations to the local Executive and TBU Council for policy, action, or research;
- 1.7 To communicate pertinent information and materials to members which have been forwarded from the provincial Educational Services Committee.

2. Operations

Duties of Chair (Educational Services Officer)

- 2.1 To chair the Educational Services Committee meetings;
- 2.2 To convene and direct the work of the committee in accordance with the Constitution, By-Laws, upon direction of the TBU Council;
- 2.3 To develop, in consultation with the committee, a list of the top priorities for the Education Services Committee to pursue each year;
- 2.4 To work in cooperation with related Provincial Committees and secure funding and support;
- 2.5 To represent the committee at all Education Services related Committee meetings;
- 2.6 Communicate all relevant materials to the Branch representatives and related groups.
- 2.7 To be the signing authority for the committee budget;
- 2.8 To liaise with the Superintendent and officers of Staff Development for the Peel Board when and if applicable;
- 2.9 To report to TBU Council, the Unit Executive, and the general membership on the activities of the Educational Services Committee.

3. Duties of Branch Representatives

- 3.1 To attend the Educational Services Committee meetings or send a substitute;
- 3.2 To communicate and encourage individual school staff to attend conferences, workshops and any other PD activities;
- 3.3 To identify the professional, personal, and educational issues and concerns of OSSTF members at the branch level and make recommendations to the Committee;
- 3.4 To develop, in consultation with the Chair, a list of the top priorities for the Educational Services Committee to pursue each year.