

MENTORSHIP FRAME OF REFERENCE

Park Plains East Local No.31

1. Name

The name of this committee shall be the Mentorship Steering Committee of Buffalo Trail Public Schools Regional Division No. 28, East Central Alberta Catholic Separate Schools Regional Division No. 16 and Park Plains East Local No. 31.

2. Objectives

The Mentorship Steering Committee shall assume general responsibility for mentoring activities undertaken in the jurisdictions and local.

3. Program Goals

1. To support development of the knowledge, skills and attributes needed by teachers new to the profession to be successful in their teaching positions.
2. To transmit the culture of the school, school jurisdiction and teaching profession to teachers new to the profession.
3. To provide an opportunity for teachers new to the profession to analyze and reflect on their teaching with mentoring from experienced teachers.
4. To promote the well-being of teachers of Buffalo Trail Public Schools Regional Division No. 28, East Central Alberta Catholic Separate Schools Regional Division No. 16 and Park Plains East Local No. 31.
5. To build capacity in Buffalo Trail Public Schools Regional Division No. 28, East Central Alberta Catholic Separate Schools Regional Division No. 16 and Park Plains East Local No. 31 regarding the knowledge and skills of effective mentoring for participating teacher-mentors.

4. Membership and Responsibilities

- 4.1 The Mentorship Steering Committee shall consist of the following voting members:
 - a. 1 protégé teacher representative
 - b. 2 mentor teacher representatives (1 elementary and 1 secondary)
 - c. 1 administrator representative
 - d. 2 ATA local executive representatives or local executive designates
(1 from each participating Division)
 - e. 1 one provincial ATA staff member and
 - f. 2 representatives from central office (1 from each participating Division)

4.2 The members of the Mentorship Steering Committee are responsible to:

- a. promote and organize the Mentorship Program
- b. attend meetings of the Mentorship Steering Committee
- c. elect annually from its members the following officers: co-chairs (1 chair from each Division) and a secretary (unless the secretary position is to be shared between the co-chairs as decided upon by the elected co-chairs)
(These positions are called “the officers” of the committee.)
- d. prepare a budget for submission and review by the jurisdictions and the local
- e. establish guidelines and procedures for disbursement of funds
- f. review policies, documents, and the frame of reference on a yearly basis
- g. prepare key messages to convey to stakeholders
- h. evaluate the program by seeking feedback from all stakeholders

5. Officers

5.1 The officers of the Mentorship Steering Committee shall consist of 2 co-chairs and a secretary, to be elected from and by members of the committee. A secretary may not be an elected officer should the co-chairs assume the responsibilities of the secretary.

5.1 The Mentorship Steering Committee is expected to:

(a) Co-Chairs

- Prepare and circulate an agenda for each meeting.
- Chair Mentorship Steering Committee meetings.
- Represent the Mentorship Steering Committee in the local and school jurisdiction.
- Provide leadership on planning, implementation and evaluation of the Mentorship Program.
- Attend school board meetings and local council meetings as required.
- Collaborate with central office administrators and their respective school administrations to facilitate mentorship pairings.

5.1(b) Secretary

- Keep accurate records of all Mentorship Steering Committee meetings.
- Perform such other internal communications functions as may be assigned from time to time.

6. Term of Office

All Mentorship Steering Committee members are named at the Park Plains East Local No. 31 Annual General Meeting of each year as per the local constitution. Central office, teacher and administration representatives are appointed on a bi-annual basis.

7. Committees

The Mentorship Steering Committee shall establish subcommittees from time to time as required.

8. Emergency Replacements

Vacancies in any office or subcommittee shall be filled at the next properly called meeting of the Mentorship Steering Committee.

9. Meetings of the Mentorship Committee

- 9.1 The Mentorship Steering Committee shall meet a minimum of three times annually.
 - a. Subcommittees shall meet as necessary
- 9.2 Notice of Intent to hold a meeting shall be given to members as soon as possible.
- 9.3 It is the duty of each member of the Mentorship Steering Committee to attend meetings for the purposes of reporting and communicating.

10. Quorum

Two-thirds of the committee members shall constitute a quorum.

11. Rules of Procedure

Consensus and collaboration will be used in the procedures of meetings.

12. Finances

- 12.1 The Mentorship Program will be jointly funded annually by the Provincial ATA, Park Plains East Local No. 31, Buffalo Trail Public School Regional Division No. 28 School Board, and the East Central Alberta Catholic Separate Schools Regional Division No. 16 School Board.
- 12.2 The Mentorship Steering Committee shall prepare and submit an annual budget request to the boards for review.
- 12.3 The Mentorship Steering Committee will be funded using the following:
 - 12.3.1 Park Plains East Local No. 31, on an annual basis as approved by the local executive and outlined in the annual budget.
 - 12.3.2 Buffalo Trail Public School Regional Division No. 28 School Board, and the East Central Alberta Catholic Separate Schools Regional Division No. 16 School Board funding will be on a proportional basis, on an annual basis as approved by the respective boards.
- 12.4 Expenses will be paid according to guidelines developed by the Mentorship Steering Committee and approved by local council and the school board.

13. Amendments to Terms of Reference

Amendments to this frame of reference shall be made in accordance with the following procedure:

- 13.1 Notice of motion of intent to amend shall be given at a preceding Mentorship Steering Committee meeting.
- 13.2 Except where time is of the essence, the written text of proposed amendments shall be made available to the members prior to the meeting.
- 13.3 Amendments shall be approved by a two-thirds vote of the Mentorship Steering Committee members.

14. Expense Guidelines

14.1 Mentor/Protégé funding will be provided for supported pairings (as per the Mentorship Guiding Principles).

14.1.1 Reimbursement for mentor and protégé costs shall be 2 substitute teacher days per person per pairing.

14.2 The Mentorship Steering Committee funding will be provided for the costs of committee members including:

14.2.1 mileage for committee members

14.2.2 meals

14.2.3 miscellaneous expenses approved by the Mentorship Steering Committee