



Career and Technology
Education Council

Handbook for Executive Members

2019/20



The Alberta
Teachers' Association



Introduction

The purpose of this handbook is to outline the Career and Technology Education Council's (CTE) goals, activities, organization and policies to assist executive members in fulfilling their responsibilities.

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Part A – Constitution of the CTE Council

1. **NAME:** The name of this council shall be the Career and Technology Education Council of The Alberta Teachers' Association.
2. **OBJECTS:** The objects of this council shall be:
 - (a) To improve teaching practice within Career and Technology Foundations and Career and Technology Studies by increasing members' knowledge and understanding in this specialty,
 - (b) To foster the professional development of members through membership activities and services,
 - (c) To provide advice and expertise to the Association on learning and working conditions, curriculum and teacher preparation as related to the specialty, and
 - (d) To act through the Association as an advocate for the advancement and promotion of the specialty.
3. **MEMBERSHIP:**
 - (a) **Regular Membership**—Active members of the Alberta Teachers' Association and associate members who are ineligible for active membership, as specified in ATA bylaws, are eligible for regular membership in this council. All such members shall be entitled to full privileges of Council membership including the rights to vote and to hold office.
 - (b) **Life Membership**—Life members of the ATA, as specified in ATA bylaws, are eligible for life membership in the Council and are entitled to all the benefits and services of council membership except the right to vote and hold office.
 - (c) **Student Membership**—Student members of the ATA, as specified in ATA bylaws, may join this council and shall be entitled to all benefits and services of council membership except the right to vote and hold office. There is no fee for student members of the Association to become student members of a specialist council.
 - (d) **Honorary Membership**—Honorary members of the ATA, as specified in ATA bylaws, shall be entitled to all benefits and services of council membership except the right to vote and hold office.

- (e) Honorary Membership—The council may bestow upon individuals membership on an honorary or complimentary basis according to regulations.
 - (f) Membership in specialist councils is not available to those individuals who, under the *Teaching Profession Act* and the Teacher Membership Status Election Regulation, are eligible to make an election of membership and elect associate membership or non-membership in the Alberta Teachers' Association.
4. **SUBSCRIPTION SERVICE:** Persons who are ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the Council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the Council, but does not provide membership in the council.
5. **FEES:** Fees shall be established and may be changed by resolution at an annual general meeting of this council, provided notice has been given 45 days in advance.
6. **OFFICERS:**
- (a) Table Officers—The table officers of this council shall consist of the following officers:
 - President—two year term voted on the odd year at the AGM
 - Past Present—two year term position following term as president
 - Vice President—two year term renewable elected at the AGM in years ending in even numbers
 - Secretary—two year term renewable elected at the AGM in years ending in even numbers
 - Treasurer—two year term renewable elected at the AGM in years ending in even numbers
 - (b) Executive—The executive of this council shall consist of the following officers:
 - Table Officers
 - Conference Director—one year term position renewable elected at AGM
 - Communication Director—one year term position renewable elected at AGM
 - Membership/Public Relations Director—one year term position renewable elected at AGM
 - Six PD regional directors (Calgary, Central, Edmonton, Northeast, Northwest, and South)—one year term position renewable elected at AGM.

Non-voting members of the Executive are a University Liaison and two Alberta Education Liaisons; one representing CTS (Career Technology Studies Programming and the other representing CTF (Career Technology Foundations) Programming.

To be eligible to become an officer of the Career and Technology Education Council a candidate must be a regular member of the council.

- (c) A PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees.
- (d) A staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association and be a voting member of all council committees.
- (e) To be eligible to become an officer of the Career and Technology Education Council a candidate must be a regular member of the Council.

7. **SUSPENSION OR REMOVAL FROM OFFICE OF SPECIALIST COUNCIL OFFICERS**

The following mechanism will be used by the Provincial Association to deal with the suspension or removal from office of a specialist council officer or to assume responsibility of the operation of a specialist council under certain circumstances.

7.1 **Provincial Association Intervention**—In this section,

- (a) *investigated officer* means an officer of the specialist council whose conduct is under investigation pursuant to subsection 7.2;
- (b) *investigator* is the individual appointed by the table officers (president-elect) pursuant to subsection 7.2;
- (c) *specialist council officer* means the president, vice-president (president-elect), past president or secretary-treasurer (or secretary or treasurer) of a specialist council or any other officer appointed or elected by a specialist council;
- (d) *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*;
- (e) *table officers* means the Association's officers as defined in Bylaw 37;
- (f) *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and
- (g) *staff officer* means a member of executive staff designated by the executive secretary.

- 7.2 Where the table officers have or receive information which leads them to believe that a specialist council officer
- (a) has neglected his or her duties to the extent that the proper operation of the specialist council is being negatively affected,
 - (b) is mentally incapacitated,
 - (c) is engaging in corrupt practices,
 - (d) is engaging in financial malpractice or
 - (e) has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association,
- the table officers may initiate an investigation into the conduct of a specialist council officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.
- 7.3 In the course of the intervention under subsection 7.1, an investigated officer is entitled to have access to a staff officer for advice.
- 7.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
- 7.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 7.6 The investigated officer may appeal a suspension from office under subsection 7.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 7.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 7.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 7.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.

- 7.10 Where an investigated officer resigns in accordance with subsection 7.9, the investigation shall be continued with the cooperation of the investigated local officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 7.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to
- (a) answer any inquiries the investigator may have relating to the investigation;
 - (b) produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
 - (c) give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
 - (d) attend before the investigator for the purpose of complying with (a), (b) or (c) of this subsection.
- 7.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 7.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 7.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- (a) remove the investigated officer from office;
 - (b) restrict the investigated officer's eligibility for office in the future;
 - (c) if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.
- 7.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this constitution.

- 7.16 The investigated officer may appeal the decision of the table officers under subsection 7.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 7.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- 7.18 In an appeal under subsection 7.7 or 7.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 7.19 Official Trustee—Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the specialist council, subject to any terms and conditions the Provincial Executive Council considers necessary:
- (a) when the specialist council fails to comply with the requirements of section 6;
 - (b) when the specialist council fails to comply with the requirements of section 13;
 - (c) when the Provincial Executive Council considers it in the interests of the Association to do so.
- 7.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.
- 7.21 An official trustee appointed under subsection 7.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.
- 7.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.
- 7.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

8. **MATERNITY, PARENTAL AND ADOPTION LEAVE:**

- 8.1 Executive and committee members who request a leave of absence for maternity, parental and/or adoption leave shall be granted this leave by the executive for up to one year or the end of their term, whichever occurs first.
- 8.2 The executive may opt to fill the role in an acting capacity in accordance with the established procedures for that role.

- 8.3 Any benefit, access or privilege associated with the position is suspended during the period of leave and shall be reinstated once the member resumes their position, except for contractual obligations with respect to a seconded position.
- 8.4 This leave is not contingent on any decisions made with respect to a leave of absence from employment.
9. **COMMITTEES**: The council shall appoint from time to time such committees as are necessary to carry on the work of the council.
10. **ADVOCACY**: Any representations, action or communication which this council wishes to make to any organization, government department, other agency or official shall be conducted through the Provincial Executive Council of The Alberta Teachers' Association.
11. **REGIONALS**: The executive committee of this specialist council may encourage the formation of regionals and shall have authority to grant recognition to, establish boundaries of, and develop regulations which are not inconsistent with this constitution or the policies of The Alberta Teachers' Association for governing the organization and operation of such regional councils.
12. **NATIONAL/INTERNATIONAL ORGANIZATIONS**: After the same notice of motion that is required for amendments to this constitution, the Career and Technology Studies Council, by a majority vote of those present at a regular session of an annual general meeting, may:
- (a) Subject to approval by Provincial Executive Council, join or affiliate with a national or international organization representing the same special interest; or
 - (b) Cancel its membership or affiliation with a national or international organization.
13. **REPORTING ACTIVITIES**: This council shall submit annually, not later than August 31: an audited financial statement, a statement of assets and liabilities, an annual report of program and activities and a copy of the council's current constitution.
14. **MEETINGS**:
- (a) **Executive**—The executive committee shall be the executive and administrative body of this council. It shall meet at least two times per year and shall conduct the affairs of the council between annual general meetings.

- (b) Annual General Meeting—This council shall hold an annual general meeting for which a 45 day notice will be provided and the agenda shall provide for the topics listed below:
- (i) Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
 - (ii) The annual reports from this council's president and treasurer.
 - (iii) Receiving of reports of committees.
 - (iv) An audited financial statement for the preceding fiscal year.
 - (v) An annual budget.
 - (vi) Revisions to the fees for membership in this council for which the required notice of motion has been given.
 - (vii) Amendments of this constitution for which the required notice of motion has been served.
 - (viii) Election of officers.
 - (ix) Other business.
15. **QUORUM:** (a) Annual General Meeting: The quorum for the annual general meeting shall be the members in attendance. (b) All Other Meetings: Quorum shall consist of a majority of voting members of executive or committee.
16. **TERM OF OFFICE:** The term of office and fiscal year shall be from July 1 to June 30.
17. **REGULATIONS:** The executive committee may make regulations not inconsistent with this constitution to deal with forms and procedures for the carrying out of this constitution and may amend such regulations as the executive deems advisable.
18. **AMENDMENTS:** After a 45 day notice of motion to amend the constitution has been provided, this constitution may be amended by a two-thirds vote of the members present at an annual general meeting of the council, subject to ratification by the Provincial Executive Council of The Alberta Teachers' Association.

Original Constitution 1997 08 31
Amended 2000 04 13
Amended 2003 04 26 AGM
Ratified 2003 05 26; ATA Table Officers
Amended 2005 04 07; Provincial Executive Council (legislated membership change)
Amended by Provincial Executive Council 2006 06 15–16 (membership categories)
Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)
Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)
Amended by Annual General Meeting 2011 04 16
Approved by Provincial Executive Council 2011 06 16–17
Amended by Provincial Executive Council 2011 06 16–17
Amended by ATA Table Officers, 2014 09 09
Amended by ATA Table Officers, 2015 05 25 (student membership fee change)
Amended by Annual General Meeting 2015 11 14
Approved by ATA Table Officers, 2016 01 08
Amended by Provincial Executive Council 2017 04 07 (maternity, parental and adoption leave)
Amended by Annual General Meeting 2017 11 25
Approved by ATA Table Officers, 2018 01 10

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Part B – Mission and Goals

Mission Statement

Recognizing the diversity of Career and Technology Foundations and Career and Technology Studies, we represent and support the ongoing needs of our members and promote the Career and Technology Foundations and Career and Technology Studies Programs.

Goals

1. To provide CTF/CTS educators with knowledge, skills and resource materials to enhance professional practice.

Possible Action Strategies:

- a. Identify and communicate a list of strand specific resource people and facilitate strand specific sessions at conferences
- b. Organize and deliver the annual conference
- c. Provision of locally delivered PD activities/workshops
- d. Continue to explore opportunities with post-secondary institutions to provide ongoing flexible CTF/CTS programs for student teachers and leaders
- e. Use of a website for executive messages, delivery of downloadable resource materials in as many strands as possible
- f. Use workshops, conferences and drive-in seminars to distribute and share resources
- g. Develop workshops for teachers' conventions and PD days to address specific identified needs

2. To promote and advocate CTF/CTS education by collaborating with educational institutions, and outside partnerships.

Possible Action Strategies:

- a. Establish liaisons with post-secondary institutions to set direction for future teacher preparation programs
- b. Through the Association, lobby government to increase funding and awareness of diversity in CTS classes and to change the funding structure (CEU's)
- c. Promote liaisons with business and community partnerships
- d. Encourage members to promote CTF/CTS as an essential program at school and school board levels and address issues of management and program equity
- e. Establish liaisons with other specialist councils and "like" associations
- f. Promote the CTF/CTS program to students, parents and community as essential and relevant material
- g. Become a strong voice for CTF/CTS teachers
- h. Promote active participation in Career and Technology Education Council
- i. Encourage CTF/CTS members to become involved in the Association and its various committees and subgroups

3. To represent the interests of CTF/CTS teachers on curriculum-related issues.

Possible Action Strategies:

- a. Ensure there are programs and workshops for each of the strands at the conference
- b. Promote workshops accessible to all members and assist members in organizing workshops and presentations
- c. Ensure CTF/CTS members receive timely information about curriculum issues
- d. Promote liaison with Alberta Education
- e. Establish and maintain regional CTF/CTS contact list for each CTS subject specialization

4. To develop a strong communication plan.

Possible Action Strategies:

- a. Increase visibility of the council
- b. Provide effective electronic newsletter on website
- c. Reach out to elementary and junior high teachers who are teaching CTF/CTS curricula
- d. Determine how many and who is teaching each strand
- e. Encourage submission of articles

5. To build and maintain membership in the Career and Technology Education Council.

Possible Action Strategies:

- a. Use local inservice sign-in sheets to contact potential members
- b. Recognition of efforts and leadership (local and provincial) through letters to superintendent, principal, etc and the website
- c. Plan and promote timely high quality conferences and workshops
- d. Plan for recruitment of new members
- e. Develop and circulate a list of curricular resources on the website
- f. Produce Career and Technology Education Council promotional items such as pins, t-shirts, note boards, etc
- g. Use website to give teachers specific teaching strategies and resources

Part C – Policy Regulations

1. Membership Fees

Notwithstanding memberships obtained through the Association's no cost Annual Specialist Council Memberships program, membership fees shall be sent directly to the Alberta Teachers' Association (payable to the Alberta Teachers' Association) at Barnett House in Edmonton or to an officer of the Council. Any change in fees decided at the annual general meeting will be effective the following July 1; membership to be notified of such fee changes prior to the effective date.

- 1.1 Membership fee for regular member (active and associate member) shall be \$35.
- 1.2 Membership fee for student member shall be \$0.
- 1.3 Membership fee for subscription service (non-teachers) shall be \$40.
- 1.4 Membership fee for life (retired teachers) member shall be \$20.
- 1.5 Fees shall cover membership from one year following the date of processing of application.

2. Executive Officers

- 2.1 Pursuant to Section 6 of the Career and Technology Education Council Constitution, table officers include:
president, past president, vice-president, secretary, treasurer, ATA Staff Advisor and PEC Liaison.
The duties of the table officers are outlined in part D of the Career and Technology Education Council Policy Handbook.
- 2.2 Pursuant to Section 6 of the Career and Technology Education Council Constitution, executive shall include:
table officers, conference director, communication director, membership/public relations director and six PD regional directors (Calgary, Central, Edmonton, Northeast, Northwest, South)
Non-voting members of the Executive are a University Liaison and two Alberta Education Liaisons; one representing CTS (Career Technology Studies Programming and the other representing CTF (Career Technology Foundations) Programming. The duties of the table officers are outlined in Part D of the Career and Technology Education Council Policy Handbook.
- 2.3 Table officers of the council shall be members of both the Career and Technology Education Council and The Alberta Teachers' Association.
- 2.4 When a duly elected officer of the council is unable to assume or carry out the responsibilities of office, the table officers shall appoint another member to the office who shall serve until the next regular election.
- 2.5 All newly elected or appointed officers elected according to the election procedures established by the nominating committee shall assume their duties at the first executive meeting following the AGM.
- 2.6 University and Alberta Education liaisons need not be regular or associate members of The Alberta Teachers' Association.

- 2.7 The University liaison is appointed annually on a rotating basis between University of Lethbridge and University of Alberta.

3. Standing Committees

- 3.1 The following standing committees may be authorized:
 - 3.1.1 Conference Committee
 - 3.1.2 Professional Development Committee
 - 3.1.3 Awards/Scholarship Committee
 - 3.1.4 Nominating Committee

4. Membership Year and Fiscal Year

- 4.1 The fiscal year shall be from July 1 to June 30.
- 4.2 The annual reports of the president, treasurer, conference director, vice-president[s], PD regional directors and committee heads of the council will be published in the annual report and presented at the annual meeting.
- 4.3 With the exception of no cost Annual Specialist Council Memberships, the membership year shall be on a 12-month basis upon receipt of membership dues.

5. Election of Officers

- 5.1 Only members of the Career and Technology Education Council are eligible to vote and hold office.
- 5.2 The nominating committee shall consist of the past president or designate who shall serve as chair and two other regular members of the executive appointed by the table officers.
- 5.3 A call for nominations is to be posted on the Career and Technology Education Council website 45 days prior to the scheduled AGM.
- 5.4 A member may seek election for at most one table officer's position at any one time.
- 5.5 A slate of officers (with biographies) will be prepared and presented at the annual general assembly.
- 5.6 Where an election for a particular office is necessary, ballots will be prepared by the nominating committee and distributed at the annual general meeting. There will be no nominations from the floor.
- 5.7 Where there are vacant executive offices, the chair, at the annual general meeting, may invite members to submit their names to the executive for such positions.
- 5.8 The executive committee may appoint members to vacant executive positions at its next meeting immediately following the annual general meeting.

6. Conduct of Council Business

- 6.1 The business meeting of this council will be conducted in accordance with Robert's Rules of Order Newly Revised. The ATA staff advisor and PEC liaison shall rule on all questions of order which may arise.

- 6.2 A quorum for an executive committee meeting or a table officers' meeting shall be two-thirds of the members.
- 6.3 At the joint meeting following the AGM out-going executive members may participate in the discussions for transition purposes but no business shall be conducted at this meeting.

7. Conference Fees

- 7.1 The fee structure for each conference sponsored by CTEC shall be established by the conference organizers and ratified by the table officers.
- 7.2 The conference fee shall be waived for members of the conference committee and the executive of the CTE council.

8. Council Expenses

- 8.1 Unless otherwise noted, expenses are to be paid according to the provincial ATA scale.
- 8.2 All expense claims must be preapproved by TOC, submitted on an appropriate claim form and accompanied by receipts.
- 8.3 Return kilometrage or return fare on public transportation (booked 14 days in advance) whichever is the lesser will be funded for travel to meetings. Receipted parking will be reimbursed.
- 8.4 Costs for overnight accommodations, if required, will be reimbursed up to a limit of \$150 (excluding taxes). Cost for non-commercial accommodation, if required, is limited to \$50 per meeting. Costs which will exceed \$150 must be approved by the president and treasurer.
- 8.5 Costs for subsistence will be a per diem of \$15 for breakfast, \$20 for lunch and \$25 for dinner (including GST and gratuity). Receipts are not necessary to claim per diem rates for meals, but claims must be documented on the claim form. Receipted expenses which exceed per diem amounts must be pre-approved by the president and treasurer. Subsistence for meals will not be provided if a meal is served at the meeting/event.
- 8.6 Substitute teacher costs will be covered for one-half day for executive officers traveling from 300-500 km one way and full day if traveling more than 500 km to attend CTEC meetings.
- 8.7 A request for PD funding will be approved by CTEC TOC upon submission of a PD proposal. No funds will be released unless prior approval has been granted.
- 8.8 All submissions for reimbursement must be made to the treasurer within 60 days and prior to June 30 of the current operating year or payment will not be forthcoming.
- 8.9 The president shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national/international CTEC related conference to a maximum of \$2,000. PD funding access for council presidents can be used within the term of office or up to one year upon completion of term of office.
- 8.10 The vice-president shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for

attendance at a national/international CTEC related conference to a maximum of \$2,000. PD funding access for council vice-president can be used within the term of office or up to one year upon completion of term of office.

- 8.11 The treasurer shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national/international CTEC related conference to a maximum of \$2,000. PD funding access for council treasurer can be used within the term of office or up to one year upon completion of term of office.
- 8.12 The conference director shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national/international CTS related conference to a maximum of \$1,500. PD funding access for conference director can be used within the term of office. If the conference directorship is shared the amounts are divided amongst the co-directors.
- 8.13 The conference director will receive complimentary registration for the conference in the year following his/her conference responsibility.
- 8.14 A CTEC council member may appeal an expense claim to a subcommittee consisting of the council president and ATA Staff Advisor.
- 8.15 Authority over council expenses rests with the president and treasurer.
- 8.16 Authority over conference expenses rests with the conference director and treasurer.

9. Recognition of Executive Members

- 9.1 Recognition shall be provided to all executive members on an annual basis.
- 9.2 The recognition shall consist of an appropriate certificate (Appendix A).
- 9.3 A member retiring from council may receive special recognition.

10. Awards

No current executive member is eligible for an award.

10.1 Teacher Excellence Award – Service to a CTF/CTS Discipline

The Teacher Excellence Award is presented annually to a member who has provided exemplary services to the CTF/CTS discipline during the year.

The recipient receives a plaque and one CTEC conference registration (inclusive of food and gala). The council may award up to one per year.

Criteria for the award are:

- a. years of teaching experience,
- b. nature of involvement in the Career and Technology Studies subject area(s),
- c. professional activities,
- d. involvement in curriculum development and/or inservice,
- e. creative input into the instruction of Career and Technology Studies,

The application form, which includes selection criteria, is attached as Appendix C.

10.2 Outstanding Service Award – Service to CTE Council

The Outstanding Service Award is presented annually to a teacher who has given outstanding service to the CTE Council membership during the year.

The recipient receives a plaque and one CTEC conference registration (inclusive of food and gala). The council may award up to one per year.

Criteria for the award are:

- a. outstanding service to the council,
- b. leadership,
- c. curriculum and professional development activities, and
- d. liaison with other agencies.

Membership within the council is not considered to be a requirement for this award.

The application form, which includes selection criteria, is attached as Appendix C.

10.3 Distinguished Service Award – for a retired or retiring teacher

The Distinguished Service Award is presented annually to a retired or retiring member of the council in recognition of their long term service to the profession and council.

The recipient receives a plaque and one CTEC conference registration (inclusive of food and gala). The council may award up to one per year.

Criteria for the award are:

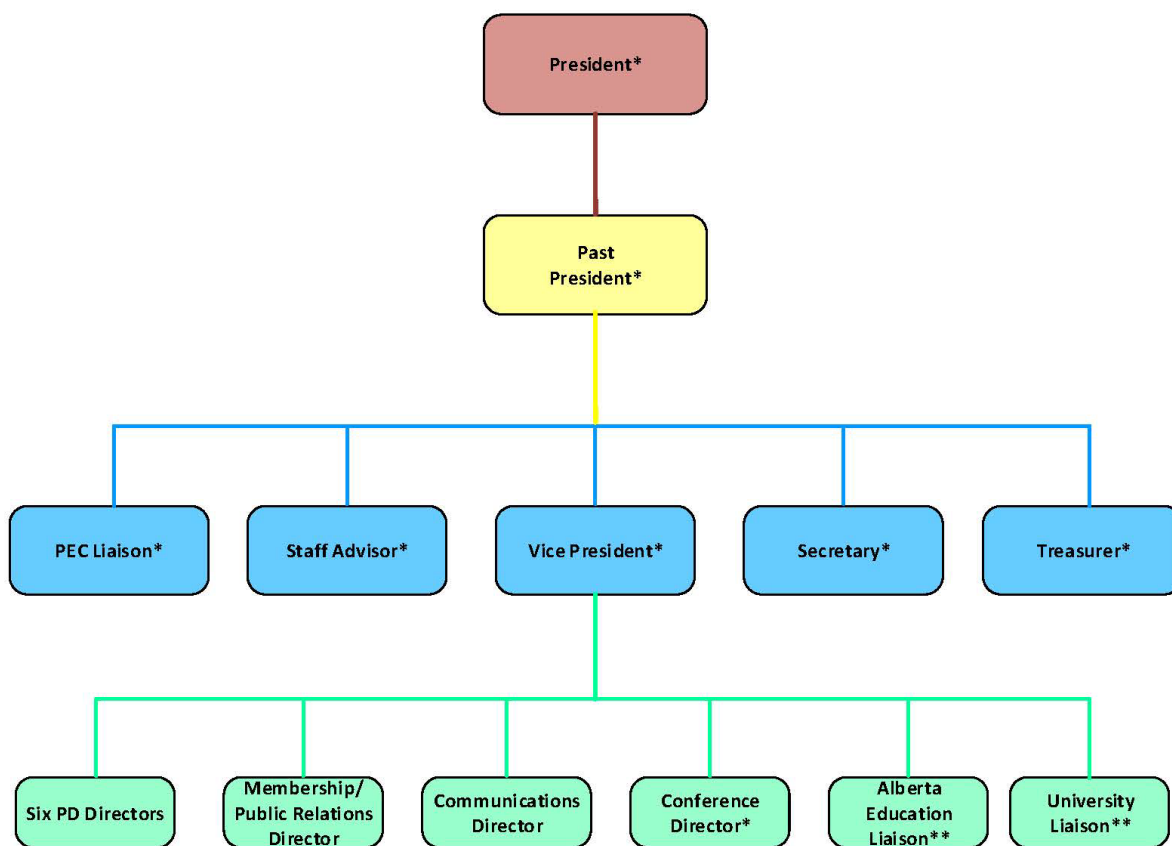
- a. must be nominated by a member of the council,
- b. must be a retiring or a retired member, and
- c. significant contributions to the council and profession.

The application form, which includes selection criteria, is attached as Appendix C.

10.4 Nominations

Nominations shall be sent to the ATA Staff Advisor of the Career and Technology Education Council by June 15. Names of unsuccessful nominees may, after consultation with the nominator, be brought forward annually for re-nomination.

EXECUTIVE STRUCTURE OF THE CAREER AND TECHNOLOGY EDUCATION COUNCIL



*Denotes Table Officers

**Denotes Non-Voting Members

Part D – Duties and Responsibilities of Executive Officers

1. President

- 1.1 Be responsible for the organization and conduct of council affairs during the term of office.
- 1.2 Chair executive and table officer meetings or assign this duty.
- 1.3 Chair annual general meeting.
- 1.4 Submit an annual report of program and activities and a copy of the council's current constitution to the Association by August 31.
- 1.5 Ex-officio member of all council committees.
- 1.6 Arrange date and locations of executive and table officer meetings (including regular executive meetings, table officer meetings, presidents' meeting at fall conference, changeover meeting). Ensure block booking of accommodation. Notify all executive members of meetings.
- 1.7 Prepare and send agendas for table officer and executive meetings.
- 1.8 Be responsible for review of constitution and submit any changes to be made at the annual general meeting to Provincial Executive Council.
- 1.9 May attend ATA Summer Conference session for specialist council president.
- 1.10 Review duties and responsibilities of executive positions with executive members.
- 1.11 Appoint committees or representatives on behalf of the council.
- 1.12 Ensure proper functioning of all council committees.
- 1.13 Act as one of the signing authorities for disbursements.
- 1.14 Within council guidelines, attend national, provincial or international conference of choice.
- 1.15 Present Certificates of Appreciation to executive members and letters of appreciation to superintendent and principal upon completion of terms.
- 1.16 Maintain liaison with Barnett House and staff officer assigned to the council.
- 1.17 Maintain liaison with Provincial Executive Council through PEC representative assigned to the council.
- 1.18 Maintain liaison with university students through university representatives.
- 1.19 Write president's messages for publication as required.
- 1.20 Plan conference locations for the next three years.
- 1.21 Ensure booking of conference facility for conference at least two years in advance, in conjunction with outgoing conference director.
- 1.22 Keep an accurate record of incoming and outgoing correspondence.
- 1.23 Maintain president binder and files, archiving as necessary.
- 1.24 Ensure that the policy handbook is up to date.
- 1.25 The president prepares confirmation letter for award recipient detailing free conference registration requirements.

2. Past President

- 2.1 Act as an advisor to the president and executive committee in general.
- 2.2 Preside at meetings in absence of the president.

- 2.3 Chair the nominating committee; arrange slate of officers for upcoming term and compile biographies and ballots for annual general meeting.
- 2.4 Chair the awards/scholarship committee; coordinating the process.
 - 2.4.1 Notify award and scholarship recipients and their nominators, informing them of the specific benefits of the award and making arrangements for presentation of awards and scholarships.
 - 2.4.2 Notify membership director of any change in membership status of award winners—Outstanding Service Award and Teacher Excellence Award.
 - 2.4.3 Purchase frame certificates for presentation.
- 2.5 Arrange for a token of appreciation for outgoing president at annual general meeting.
- 2.6 Maintain past president binder and files, archiving as necessary.

3. Vice-President

- 3.1 Act for the president or upon request by the president.
- 3.2 Act as PD chair as a resource for PD directors.
- 3.3 Assist president as required.
- 3.4 Act as team leader in specialization areas with regional directors—professional development to prepare committee programs and services for members.
- 3.5 May hold membership in linking associations (ie, AHEA, ITEA, and MBEA). Maintain liaison with these associations.
- 3.6 Act as main council liaison to members for appropriate specializations.
- 3.7 Work with president and professional development directors to identify key specialization contacts.
- 3.8 Submit newsletter articles to communication director, as required.
- 3.9 Maintain timely resource links and curriculum information on the council website.
- 3.10 Submit an annual report by November 1 in advance of the annual general meeting.
- 3.11 Submit names to conference director for the conference committee.
- 3.12 Act as alternate signing authority to the president dependent on geographic location and considerations.

4. Conference Director

- 4.1 Chair committee to plan and coordinate annual conference in consultation with council.
- 4.2 Establish a conference committee with representation from each specialty area to allow for input from all strands in CTF/CTS for speakers, sessions, workshops, etc, for the conference.
- 4.3 Attend ATA Summer Conference sessions for specialist council conference directors.
- 4.4 Submit written conference reports at each executive meeting and an annual report by November 1 in advance of the annual general meeting.
- 4.5 Submit regular articles/conference updates to the website.
- 4.6 Submit written final conference report, including financial statement, to executive prior to March 1.
- 4.7 Maintain the conference director's binder and files, archiving as necessary.

5. Secretary

- 5.1 Be responsible for routine correspondence.
- 5.2 Keep accurate minutes of each executive, table officer and special meetings.
- 5.3 Prior to meeting collect and distribute reports to executive.
- 5.4 Prepare action list and distribute to the executive before the end of the meeting or within two weeks of the meeting.
- 5.5 Send out a copy of the minutes within two weeks of the meeting to each executive member.
- 5.6 Compile and distribute a list of the names and addresses of the members of the council executive.
- 5.7 Prepare and send to Barnett House statements or reports as needed.
- 5.8 Be responsible for purchasing and sending cards, gifts, etc as deemed appropriate.
- 5.9 Maintain secretary's binder and files.
- 5.10 Maintain the archives for the specialist council according to ATA guidelines.
- 5.11 Collect annual reports from officers and create an Annual Report document for distribution at the AGM. This will include an agenda, minutes of last AGM, officer reports and nomination on slate of officers.

6. Treasurer

- 6.1 Keep accurate records of the financial affairs of the specialist council in accordance with ATA policy.
- 6.2 Maintain an appropriate accounting system:
 - a. operate a cheque authorization system with each expenditure supported by a source document;
 - b. have books available for inspection by members of the executive at any time;
 - c. maintain and preserve vouchers and books of accounts which are subject to audit at any time.
- 6.3 Maintain an interest-bearing account as well as a chequing account for frequent use in order to properly receive and disburse council funds.
- 6.4 Make necessary disbursements of funds as authorized with each cheque requiring two of three signatures.
- 6.5 Reconcile the bank account on receipt of the bank statement.
- 6.6 Prepare and submit a written financial report of receipts, expenditures, budgeted amounts and balance on hand to executive members present at scheduled executive meetings. Report should include a register of cheques processed since the last executive meeting.
- 6.7 Present audited statement to executive as soon as available.
- 6.8 Prepare proposed annual budget for ratification at the annual general meeting.
- 6.9 Present the previous year's audited financial statement and a current interim financial statement at the annual general meeting.
- 6.10 Arrange for the review of accounts service by the ATA.
- 6.11 Complete GST and other tax forms.
- 6.12 Attend ATA training session for specialist council treasurers.
- 6.13 Maintain treasurer's binder and files, archiving as necessary.

- 6.14 Transfer all records of the office to the new treasurer as soon as possible following the audit.
- 6.15 Maintain credit card provider account.

7. Regional Directors – Professional Development (6)

- 7.1 Be responsible for facilitating the PD activities in the region.
- 7.2 Promote awareness of available learning resources for CTE Council (eg, sponsor a session to disseminate information; teachers' conventions; use internet; learning resources and PD opportunities).
- 7.3 Coordinate professional development resources for the region (eg, list resources and activities on the CTE web page; receive applications and approve funding for local PD activities). See Appendix E.
- 7.4 Organize at least one PD event in the region per year.
 - 7.4.1 Regional PD representative will prepare a budget for the event and work with the treasurer to arrange for payment of expenses for the event.
 - 7.4.2 After the event, the Regional PD representative will work with the treasurer to prepare a financial statement for the event, including an outline of expenses, revenue and appropriate documentation.
- 7.5 Submit appropriate materials for publication to the communication director.
- 7.6 Submit written report for the annual general meeting.
- 7.7 Submit names of volunteers for conference committee to the incoming conference director.

8. Communication Director

- 8.1 Post online news items resulting from provincial executive meetings and the annual general meeting, specialization and/or local updates, write-ups and photos of scholarship and award winners, curriculum updates, resource materials, dates and information about upcoming events and other newsworthy material as required from time to time, etc.
- 8.2 Maintain contact with specialization representatives (vice-president and professional development) to facilitate electronic submissions for the website.
- 8.3 Maintain the council's website.
- 8.4 Attend ATA training session for specialist council editors.
- 8.5 Keep archived website posting file up to date for the successor.
- 8.6 Maintain newsletter editor's binder and files, archiving as appropriate.
- 8.7 Coordinate the production of special publications.
- 8.8 Modify and maintain the CTE Council website as required in consultation with the ATA. Ensure proper functioning of all aspects of the web site, including ongoing viability of web creations and data.
- 8.9 Adhere to the council's mission statement and goals when modifying or publishing content to the council website.
- 8.10 Maintain membership database with membership director.
- 8.11 Maintain contact with specialization representatives for posting of workshops to the council website.

- 8.12 Work with the conference committee to post conference information in a timely manner.
- 8.13 Modify and maintain as required conference registration system.
- 8.14 Train appropriate conference committee members for Web postings.

9. Membership/Public Relations Director

- 9.1 Promote membership to teachers.
- 9.2 Coordinate promotional activities to raise awareness of council activities with members.
- 9.3 Supervise production and distribution of promotional items.
- 9.4 Coordinate recruitment in all membership categories.
- 9.5 Assist staff at Barnett House to maintain accurate membership lists.
- 9.6 Advise ATA of award recipients with free memberships and arrange billing to grant account.
- 9.7 Provide membership list to secretary and president upon request.
- 9.8 Keep separate list of life members who have terminated subscription services.
- 9.9 Maintain a list of all award and scholarship recipients.
- 9.10 Maintain membership database with the ATA.

10. Alberta Education Liaison

- 10.1 The Alberta Education representative for Career and Technology Studies acts as liaison between the Department and the council.

11. University Liaison

- 11.1 The university liaison acts as liaison between the universities of Alberta and Career and Technology Educators' Council.
- 11.2 Maintain liaison with university student associations at Alberta faculties of education.
- 11.3 Promote membership to university students.

12. Provincial Executive Council Liaison

- 12.1 The member of Provincial Executive Council acts as liaison between Provincial Executive Council and the council.
- 12.2 Be knowledgeable about the objectives, operation and program of the specialist council.
- 12.3 Publicize council activities to prospective members and enhance the council's status among Alberta educators.
- 12.4 When necessary, present and support the specialist council's concerns and requests to PEC.

13. ATA Staff Advisor

- 13.1 Liaise between the council and Barnett House in matters involving the update of executive lists, printing and distribution of council materials including journals, newsletters, brochures, posters, and preparation of membership lists and financial arrangements; vet publications with respect to ATA policy and facilitate copyright clearances.
- 13.2 Assist with completion of annual report and financial audits including conference activities.
- 13.3 Advise on policy matters related to
 - 13.3.1 council operation at the provincial and regional levels,
 - 13.3.2 regulations and guidelines,
 - 13.3.3 financial affairs,
 - 13.3.4 recommendations and submissions to Provincial Executive Council and
 - 13.3.5 the constitution.
- 13.4 Review conference contracts for facilities and keynote speakers.
- 13.5 Advise and assist in developing plans and selecting professional development activities for members.
- 13.6 Assist with the efficient, accurate and businesslike operation of the council in the conduct of elections, maintenance of complete and orderly records, correspondence, and the sale of publications.
- 13.7 Encourage the council executive to provide high quality service to the council membership through continuous assessment of programs and related activities.
- 13.8 Assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by the council.
- 13.9 Keep informed about all aspects of the council's operation and, when necessary, provide advice to the council on matters requiring attention.
- 13.10 Communicate pertinent information to the council executive about Association-sponsored activities, Curriculum Committee and Teacher Education and Certification Committee activities, and Alberta Education activities and decisions that could affect council operation.
- 13.11 Receive, review and submit with recommendations any council submission directed to Provincial Executive Council or other organizations to the staff officer in charge of specialist councils.
- 13.12 Arrange for name tags for executive.
- 13.13 Collect nominations for awards by March 1. Copy and distribute submissions to Awards and Scholarship Committee by June 15.

Part E – Duties and Responsibilities of Standing Committees

1. Conference Committee

- 1.1 The CTE Council executive serves as the Conference Committee with the Conference Director as chair.
- 1.2 The committee shall prepare and present for approval a budget and proposed program at the first executive meeting of the fiscal year preceding the conference.
- 1.3 The committee shall present updated budget and program information for approval at each executive meeting.
- 1.4 The committee shall be responsible for planning and delivering the annual conference including responsibilities for a set of conference accounts.
- 1.5 The committee shall arrange for the annual general meeting to be held in conjunction with the annual conference.
- 1.6 The committee shall arrange a time period for scholarships and awards to be made at the conference or annual general meeting.

2. Professional Development Committee

- 2.1 The committee shall consist of the PD directors.
- 2.2 This committee shall be a subcommittee of CTE and shall be directly accountable to the executive of CTE.
- 2.3 The professional development committee is responsible for:
 - soliciting teachers for teaching materials and methods;
 - developing and disseminating usable curriculum materials;
 - ensuring at least one PD activity per region;
 - maintaining a display board about CTE Council;
 - promoting the CTE Council.
- 2.4 The committee shall be funded from the CTE general account based on the annual CTE budget.
- 2.5 The committee shall coordinate and propose the council's professional development program.

3. Awards/Scholarships Committee

- 3.1 The committee shall consist of the Table Officers of the Career and Technology Education Council and be chaired by the past president.
- 3.2 The committee shall make the selection of the award recipients in each of the following for ratification by the executive:
 - a. Teacher Excellence Award,
 - b. Outstanding Service Award,
 - c. Distinguished Service Award,
 - d. CTE Scholarship Awards.
- 3.3 The committee shall recommend revisions to the awards or scholarships to the council for consideration.
- 3.4 The committee shall be responsible for:

- a. publicising award guidelines and soliciting nominations,
- b. receiving nominations from the ATA Staff Advisor and reviewing nominations,
- c. recommending successful recipients to executive and
- d. keeping on file unsuccessful nominations for reconsideration in the following year.

4. Nominating Committee

- 4.1 The committee shall consist of the Table Officers and be chaired by the past president.
- 4.2 The committee will be responsible for compiling a slate of candidates prior to the annual meeting; compiling biographies and preparing ballots for the annual meeting.

Part F – Appendices

In Recognition of Service

this is to certify that

has served as
Career and Technology Education Council
of The Alberta Teachers' Association
for the

Date

President



**The Alberta
Teachers' Association**



***CAREER AND TECHNOLOGY
EDUCATION COUNCIL***
of The Alberta Teachers' Association

Nomination Form for Awards Program

I. Award selected for nomination:
(check one)

Teacher Excellence Award ☐
(service to a CTE Discipline)

Outstanding Service Award ☐
(service to CTE council)

Distinguished Service Award ☐
(for a retired to retiring teacher)

Criteria for Teacher Excellence Award Nominations:

- years of teaching experience;
- nature of involvement in the Career and Technology Education subject areas(s);
- professional activities;
- involvement in curriculum development and/or inservice;
- creative input into the instruction of Career and Technology Education;
- the recipient shall not be a current member of the provincial CTE executive.

Criteria for Outstanding Service Award Nominations:

- outstanding service to the council;
- membership with the council will not be necessary;
- leadership;
- curriculum and professional development activities; and
- liaison with other agencies.

Criteria for Distinguished Service Award Nominations:

- must be nominated by a member of the council;
- must be a retiring or a retired member; and
- significant contributions to the council and profession.

II. Name of Applicant _____
Surname *Given Names*

Present Address _____

_____ Postal Code _____

Phone Number: _____ Email _____

School Address _____

_____ Postal Code _____

Phone Number: _____

III. Nominated by: _____

Present Address _____

_____ Postal Code _____

Phone Number: _____ Email _____

IV. Information on Nominee

1. Number of years Nominee has taught in Alberta.

2. Number of years of membership in the specialist council.

3. Describe the qualities of the Nominee that support the specific nomination.

4. Describe how the Nominee has contributed to the advancement of Career Technology Education.

Date

Signature

5. Please enclose relevant support documents.

**Mail to: CTE Staff Advisor
The Alberta Teachers' Association
Barnett House
11010 142 Street NW
Edmonton AB T5N 2R1**

This nomination must be completed in full and received not later than March 1. Attach supporting material and/or statements, if desired.

Career and Technology Education Council

Membership Application

In making application for membership in a specialist council, you are voluntarily providing your personal information and consenting to its collection, use and disclosure for all purposes connected with your participation as a member of the council.

Name	
Address	
	Postal Code
E-Mail Address	
Local Name and Number	
Alberta Teacher Certificate No	
School Jurisdiction or Employer	

Geographic Regions

- ☐ North West
☐ North East
☐ Edmonton and Area
☐ Calgary and Area
☐ Central
☐ Southern
☐ Out of Province



Area of Specialization

- ☐ BIT ☐ CTF ☐ HRH
☐ MDC ☐ NAT ☐ TMT

Type of Membership

- ☐ Regular \$35
☐ Student \$0
☐ Life \$20
☐ Subscription Service \$40

Detach this portion and mail with a cheque made payable to the **Alberta Teachers' Association** to the ATA at 11010 142 Street NW, Edmonton, AB T5N 2R1.

Membership

The membership of the council comprises educators from Division II to IV schools, colleges and universities, libraries and businesses.

There is a category to fit everyone.

Regular Membership—Active members of the Alberta Teachers' Association and associate members who are ineligible for active membership as specified in ATA bylaws are eligible for regular membership in this council.

Student Membership—Full-time university/college students belonging to an ATA student local are eligible for student membership.

Life Membership—Retired members of the ATA, as specified in ATA bylaws, are eligible for life membership in the council and are entitled to all the benefits and services of council membership except the right to hold office.

Subscription Service—Persons or organizations ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the council, but does not provide membership in the council. The council shall arrange from time to time on behalf of corporations, and on approval of the executive, the distribution of selected materials to the membership. Any costs associated with this distribution shall be borne by the corporate subscriber.

Membership in the council is valid for 12 months from receipt of payment at Barnett House.

If you have questions regarding eligibility for membership, please call the ATA Professional Development program area at Barnett House at (780) 447-9400 or 1-800-232-7208 toll free.

Career and Technology Education Council

affiliated with Career and Technology Foundations (CTF)

Membership



Strength Through Diversity

<http://cts.teachers.ab.ca>



The Alberta Teachers' Association

Mission Statement

Recognizing the diversity of Career and Technology Studies (CTS) and Career and Technology Foundations (CTF), we represent and support the ongoing professional needs of our members and promote the CTE/CTF program.

Goals

- ☐ To provide CTS/CTF teachers with knowledge, skills and resource materials to enhance professional practice
- ☐ To promote and advocate CTS/CTF education within educational institutions, and with outside partnerships and the community
- ☐ To represent the interests of CTS/CTF teachers on curriculum-related issues
- ☐ To develop a strong collective identity for the CTE Council
- ☐ To develop a strong communications plan
- ☐ To build and maintain membership in the CTE Council

No-Cost Specialist Council Membership

As a benefit of active membership in the Alberta Teachers' Association, every active member is eligible to join one specialist council of his or her choice at no charge.

Application for a no-cost membership can only be made online on the ATA website (www.teachers.ab.ca).

Those who wish to join more than one council must pay a membership fee for each additional council they wish to join. Membership fees are listed on the application for membership on the reverse side of this brochure. Make cheque payable to the Alberta Teachers' Association and mail it with the completed application form to the ATA at 11010 142 Street NW, Edmonton, AB T5N 2R1.



Workshops

At various times, members will be invited to attend workshops of local concern. The format of these workshops varies from travelling workshops to teleconferences, depending on the needs of the members. Members are invited to workshops in their local and surrounding areas. All members are encouraged to organize PD events. See the *PD Opportunities Program* brochure for details.

Conferences

An annual conference is held each fall. It features practical and theoretical sessions related to areas of CTS/CTF. There is also ample opportunity to socialize and renew friendships.

CTE Council Support for Innovative Teachers

Each year, nominations are accepted for innovative teaching awards. These awards are presented at the annual conference.

