

## Role of Professional Development Chair

- 1) The Professional Development Chair is the YAEP's elected, full-time representative position, with responsibility for and the duty to:
  - a) effectively administer the Collective Agreement Professional Development fund in a transparent, equitable and fiscally responsible manner;
  - b) advance YAEP objectives defined by Section 3 of the Teaching Profession Act;
  - c) ensure that YAEP manages and administers the Professional Development Fund as though it were a Trust Fund;
  - d) promote to YAEP members and schools, the value of Professional Development ("PD") and available opportunities for self-directed PD; and,
  - e) adhere to all YAEP by-law, policy and manual requirements.
  
- 2) Professional Development Chair shall:
  - a) attend the YAEP office during regular open office hours;
  - b) attend all meetings and be a member of the Executive Committee and Finance Committee;
  - c) develop and deliver local professional development opportunities as directed by the Membership;
  - d) coordinate Yukon PD events and PD Programs which reflect the desires and needs of educators including engaging independent contractors as needed;
  - e) ensure there is a clear and accessible PD application process in place and timely payment of approved expenses from the PD Fund;
  - f) ensure a record is kept of all monies received, allocated and disbursed for PD;
  - g) prepare a financial report, at least bi-monthly, of all monies received and expended for PD Fund;
  - h) submit a written monthly report on the activities of the PD Chair, Committee, events and programs to the Executive, and to each meeting of the Central Council and the Annual General Meeting;
  - i) develop and circulate a yearly survey to the membership to identify PD needs and desires;
  - j) advise the Negotiations Committee on PD related issues;
  - k) implement, and draft as needed, PD related policies;
  - l) prepare and present a plan each Spring indicating PD priorities and proposed activities for the forthcoming year to AGM for approval, including a budget of anticipated PD revenues and expenditures for the forthcoming year;
  - m) in collaboration with the President and Executive Director, supervise the PD Clerk's operational work including Teacher on Call billing; and,
  - n) present to AGM a review of the previous year's professional development activities including a cumulative breakdown of membership participation in each of the categories in the committee's budget.
  
- 3) Regarding the PD Committee, the Professional Development Chair shall:
  - a) subject to approval of the Executive, recruit, by way of member call-out, and orientate committee members;
  - b) ensure there is an adequate number of members to conduct the business of the committee;
  - c) call and chair meetings and meet at least twice a month during the school year, unless otherwise delegated, and develop meeting agendas;
  - d) prepare and maintain a record, in the form of minutes, of decisions and a summary of business conducted;
  - e) liaise with Yukon Education on YAEP PD matters;
  - f) convene and chair the YAEP Territory-Wide Conference Committee;
  - g) ensure the terms of reference of the PD Committee are reviewed by Executive in even numbered years;
  - h) be responsible for defining procedures, beyond those already outlined in policy and procedure;
  - i) be the liaison between the Committee and the Executive and will:
    - i) provide drafts of any recommended policy changes to the Chair of the Policy Committee and report procedural changes to Executive Committee and membership in a timely fashion; and,
    - ii) distribute information about PD activities and prepare reports as needed.

- 4) Regarding the Joint Trust Fund Management (JTfM) Committee, the Professional Development Chair shall:
  - a) represent the YAEP PD Committee on the JTfM Committee;
  - b) prepare a written annual report for the JTfM Committee; and,
  - c) present to the JTfM Committee for approval the PD priorities and proposed activities for the forthcoming year as proposed and approved by the AGM.
  
- 5) Essential Knowledge
  - a) Excellent knowledge and understanding of financial management practices and the responsibilities and duties of a trustee administering a trust.
  - b) Excellent knowledge and understanding of the Education Act, Teaching Professions Act and Education Labour Relations Act.
  - c) Excellent knowledge and understanding of YAEP/YG Collective Agreement, YAEP's bylaws, Policy and Procedures Manual and Code of Ethics.