

**ZONE 2/3**  
**EXECUTIVE ROLES & RESPONSIBILITIES**

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Revised October 2018

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## **Zone 2/3 Executive Roles & Responsibilities**

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Revised October 2018

Elections for the following positions will occur at Annual General Meetings:

- ♦ Zone Chair
- ♦ Zone Vice-Chair
- ♦ Edwin Parr Committee
- ♦ Advocacy Committee
- ♦ Directors and Alternates
- ♦ Comprehensive School Health Representative

Elections for vacancies in the above, as well as for other Zone Committee Representatives will occur as required.

### **Zone Chair**

#### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect a member to act as Chair of that Zone, in accordance with ASBA Bylaws, Schedule A, Bylaw A6(2).

#### **Reporting Accountability**

As a representative of the Zone members, elected-at-large, the Chair is responsible to Zone member boards.

#### **Term of Position**

The Zone Chair shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected Chair shall assume the office immediately following adjournment of the Zone Annual General Meeting.

In the event the Chair retires, resigns or is disqualified from being a Trustee, the Chair position becomes vacant and shall be automatically filled by the Vice-Chair.

#### **Primary Function**

Is a key member of the Zone Executive Committee. Is responsible to the member boards and for the smooth functioning of Zone business.

#### **Performance Responsibilities**

1. Chair all Executive Committee, General and Annual General Meetings of the Zone and is Ex-Officio of all committees.
2. Bring timely requests and suggestions from trustees or member boards for discussion and/or action.
3. Participate in the planning process of the Zone so as to reflect membership wishes and financial capabilities of the Zone.

4. Encourage active participation by all board members in the Zone and the provincial organization.
5. Conduct the voting in accordance with ASBA Bylaws.
6. At Zone General and Annual General meetings:
  - ♦ Encourage input from members present to ensure all relevant points are discussed
  - ♦ Guide the progress of meeting(s) according to the agenda(s) in a manner that facilitates meaningful participation for member boards
  - ♦ Work with the Zone Executive Committee in setting up agendas based on direction from member boards
7. Provide written reports to the Zone General Meetings and Annual General Meetings.
8. Be responsible for all correspondence pertaining to:
  - ♦ Zone Activities
  - ♦ Annual MLA Function
  - ♦ Edwin Parr Awards
  - ♦ Zone Appreciation Awards
9. Ensure relevant information sharing and/or presentations.
10. Address any other Zone business that may arise.
11. Attend ASBA Zone Chair meetings.
12. Participate in preparation of a preliminary annual budget.
13. Follow up unpaid Zone 2/3 fees.

## **Zone Vice-Chair**

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect a member to act as Vice-Chair of that Zone, in accordance with ASBA Bylaws, Schedule A, Bylaw A6(2).

### **Reporting Accountability**

As a representative of the Zone members, elected-at-large, the Vice-Chair is responsible to Zone member boards.

### **Term of Position**

The Zone Vice-Chair shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected Vice-Chair shall assume the office immediately following adjournment of the Zone Annual General Meeting.

In the event the Vice Chair fills the Chair vacancy, refer to ASBA Bylaw A7.2(h).

In the event the Vice-Chair retires, resigns or is disqualified from being a Trustee, the Vice-Chair position becomes vacant, refer to ASBA Bylaw A7.2(h).

### **Primary Function**

Is a key member of the Zone Executive Committee.

Provide support and assistance to the Chair and Zone.

### **Performance Responsibilities**

1. Support the Chair as required.
2. Assume position of Chair in absence or vacancy of Chair.
3. Participate in the operational and professional development business of the Zone, and Chair the professional development portion of Zone meetings.
4. Act as Edwin Parr Committee Chair.
5. Attend to responsibilities as directed by the Chair.
6. Ensure planned expenses and report of actuals for Edwin Parr are submitted in a timely manner.
7. Participate in preparation of a preliminary annual budget.

## **Board Representative to Zone**

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect a member to act as a Board Representative to that Zone, in accordance with ASBA Bylaws, Schedule A, Bylaw A6(2).

### **Reporting Accountability**

As a representative of a school board, the Board Representative is empowered to be a decision-maker but is held accountable to his/her respective board.

### **Term of Position**

The Board Representative is elected by each member board at their organizational meeting annually.

### **Primary Function**

Is a key communicator between the Zone and the board represented.

### **Expectations**

1. Attend all General Meetings and the October AGM of the Zone **or** send an alternate.
2. Bring timely requests & suggestions from trustees of your Board for discussion and/or action.
3. Participate in the planning process of the Zone to reflect membership wishes & financial capacity of the Zone.
4. At the Zone AGM:
  - Nominate, Run, Vote for Zone Executive Committee Members/Reps.
  - Discuss and vote on Zone budgets proposals.
  - Discuss and vote on Zone Bylaws amendment proposals.
5. Act as a liaison between your Board and the Zone 2/3 Directors, reflecting your Board's point of view.
6. Communicate Zone requests, concerns and decisions to your Board and request their input.
7. Encourage active participation by all Board members in the Zone and the provincial organization.

## **Secretary**

### **Background**

In accordance with ASBA Bylaws, Schedule A, Bylaw A7(2)(a), each Zone Executive appoints a Secretary-Treasurer at a General Meeting, upon the recommendation of the Zone 2/3 Executive Committee. (Note: for Zone 2/3 there are separate positions for Secretary and Treasurer)

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

Until a successor is appointed.

### **Performance Responsibilities**

1. Prepare, in consultation with the Zone Executive Committee, and distribute agendas of meetings. Confirm locations of meetings.
2. Prepare a record of the proceedings of meetings, which shall include:
  - Attendance
  - Consensus reached
  - Decisions made
  - Actions taken
3. Share all correspondence received with the Zone Executive Committee.
4. Attend all General, Annual General Meeting, Committee, and Zone Executive Committee meetings.
5. Prepare and submit minutes of the General and Annual General Meetings to Zone Executive and ASBA.
6. Act as liaison with ASBA staff as necessary.
7. Arrange and negotiate with appropriate venues for meeting rooms, meals and equipment when necessary.
8. Be familiar with ASBA and Zone 2/3 Bylaws and practices.
9. Any other duties assigned by the Chair.
10. Participate in preparation of a preliminary annual budget.
11. Manage expense forms and submit for payment.
  - 11.1 Ensure timely completion of per diem and expense forms (vouchers);
  - 11.2 Record and track per diem and expense forms (vouchers).



## **Treasurer**

### **Background**

In accordance with ASBA Bylaws, Schedule A, Bylaw A7(2)(a), each Zone Executive appoints a Secretary-Treasurer at a General Meeting, upon the recommendation of the Zone 2/3 Executive Committee. (Note: for Zone 2/3 there are separate positions for Secretary and Treasurer)

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

Until a successor is voted in.

### **Performance Responsibilities**

1. Prepare a preliminary budget and keep the Zone Executive informed as to budget status throughout the year.
2. Prepare budget and financial statements.
3. Keep an accurate record of all revenue received and expenses incurred.
4. Invoice and receive membership fees.

## **Project Coordinator**

### **Background**

This role evolved over a number of years. Events associated with the Advocacy and Edwin Parr committees' work (MLA functions, Conversation Cafés and Banquets) each required 20 to 40 hours of time in planning and co-ordination. Over time the Secretary-Treasurer had taken on this time consuming work as part of the Secretary-Treasurer role. In January 2013 the Zone 2/3 Executive Committee, with the Zone 2/3 membership approval, created a separate contracted position for the event planning work. Therefore in February 2013 the position of a Project Coordinator was created to handle event planning work for Zone events. The change was budget neutral and the first Project Coordinator was contracted effective September 2013.

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

Until a successor is appointed.

### **Performance Responsibilities**

#### 1. Event – Edwin Parr Awards

Work with the Edwin Parr Committee to:

- 1.1 Identify and book venue.
- 1.2 Choose and secure menu.
- 1.3 Establish and book/secure equipment needs.
- 1.4 Prepare nominee award certificates.
- 1.5 Order winner awards.
- 1.6 Prepare and produce program.
- 1.7 Attend Committee meetings when requested (in person or via Skype/conference call).
- 1.8 Prepare and process ticket orders.
- 1.9 Prepare special guest invitations.
- 1.10 Track all RSVP's.
- 1.11 Prepare table assignments.
- 1.12 Attend the Awards Event.

#### 2. Event – Advocacy Committee Function

Work with the Advocacy Committee to:

- 2.1 Identify and book venue.
- 2.2 Choose and secure menu.
- 2.3 Establish and book/secure equipment needs.
- 2.4 Prepare and produce itinerary.

- 2.5 Name tags – blank cards and lanyards.
- 2.6 Attend required Committee meetings. (in person or via alternate arrangements)
- 2.7 Prepare and process ticket orders.
- 2.8 Prepare Trustee and MLA (or other guests as required) invitations.
- 2.9 Track all RSVP's.
- 2.10 Attend the Advocacy event.

3. Budgets

- 3.1 Arrange for any event billings to be sent to the Zone 2/3 Executive Committee for approval.
- 3.2 Be aware of and track Committee budget and report costs to the Committee Chair.

## **Zone Directors/Alternates**

### **Background**

In accordance with ASBA Bylaw 5, and Schedule A Bylaws A4, A5 and A6, the ASBA Zone Directors to the Board of Directors and Alternate for Zone 2/3 shall be elected by secret ballot on the basis of one vote per Member Board at the Annual General Meeting. The election shall be held during the 30-day period immediately preceding the ASBA Fall General Meeting. Zone Directors/Alternates are also subject to ASBA GP-5 Roles & Responsibilities of the Board of Directors.

### **Reporting Accountability**

As a representative of Zone 2/3, the Zone Directors, or alternates in the absence of the Zone Directors, reports to the Zone member boards and the ASBA Board of Directors. While the Zone Director should take any Zone views into consideration, a Zone cannot fetter the Zone Director's discretion or dictate how its Zone Director is to vote on ASBA Board matters. The Director has a duty to vote in the best interests of the Association as a whole in light of the provisions of the ASBA Act, ASBA bylaws, ASBA policies and his or her fiduciary duty at common law to act in the best interests of the ASBA.

### **Term of Position**

The positions of Zone Directors and Alternates shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. As per ASBA Bylaws 5 and A5 as follows:

- Director 1 and alternate: November in odd-numbered years
- Director 2 and alternate: November in even-numbered years

In the event the Zone Director or Alternate retires, resigns or is disqualified from being a Trustee, the Zone Director or Alternate position becomes vacant.

If a vacancy occurs before the completion of the two (2) year term, the alternate shall fill the vacant position for the time remaining in the term. A by-election would be held for another alternate.

### **Primary Function**

Key communicator between the Zone and the ASBA Board of Directors.

Empowered to be decision-makers at the ASBA Board of Directors with respect to the Zone.

**Performance Responsibilities**

1. Attend ASBA Board of Directors Meetings.
2. Attend Zone 2/3 General, Annual General Meeting, Executive Committee and when requested Advocacy Committee Meetings.
3. Report all Zone 2/3 concerns and issues to the ASBA Board of Directors.
4. Acts as the communication link between the Zone and the ASBA Board of Directors.

## **Edwin Parr Selection Committee**

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect an Edwin Parr Selection Committee of the Zone for the purposes of selecting two Edwin Parr Award winners annually. Voting shall be by secret ballot on the basis of one vote per member board.

### **Composition**

The Committee shall consist of:

1. Three Trustees at large.
2. One Superintendent Representative (can be a Superintendent, Deputy or Associate Superintendent), selected by Zone 2/3 College of Alberta School Superintendents (CASS) following the election of the Trustees on the Edwin Parr Committee.
3. The Zone Vice-Chair.

Each member of the committee must represent a different Board.

Should one or more committee members be unable to fulfill their duties, an alternate selected by the Zone Executive shall assume the role.

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

The three Trustees elected at large to the Edwin Parr Committee shall be elected for a term of one year. The three Trustees at large may not be elected for more than one year within a four year election term cycle. The newly elected committee shall assume the office immediately following adjournment of the Zone Annual General Meeting.

In the event that a Trustee at Large representative retires, resigns or is disqualified from being a Trustee, the Trustee at Large position becomes vacant. A by-election would be held if needed.

In the event that the Superintendent Representative is no longer employed or contracted as a Superintendent, Deputy or Associate Superintendent in Zone 2/3, the Superintendent Representative position becomes vacant. A new Superintendent Representative would be selected if needed, with the assistance of CASS.

### **Primary Function**

Selection of Edwin Parr Award recipients.

### **Performance Responsibilities**

1. The Zone Vice-chair shall act as Committee Chair.

2. The Committee Chair shall contact the Zone 2/3 CASS following the AGM to have the selection of the Superintendent placed on the November/December CASS Zone 2/3 meeting agenda.
3. The Committee shall select two Edwin Parr Award Winners from Zone 2/3 annually in accordance with ASBA Guidelines and Selection Criteria.
4. Interview nominees.
5. Duties as identified in Edwin Parr Selection Committee Manual and work plan (Appendix B).

## **Zone Advocacy Committee**

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect an Advocacy Committee of the Zone. Voting shall be by secret ballot on the basis of one vote per member board.

### **Composition**

The Committee shall consist of:

1. Four Trustees at large.
2. Zone Chair as an ex-officio member.

Both Zone Directors will be available to assist the committee with ASBA related research. Two members will rotate out of the committee annually. The committee shall annually elect a committee Chair. Each at large member of the committee must represent a different board. Should one or more committee members be unable to fulfill their duties, an alternate, selected by the Zone Executive Committee, shall assume the role. Committee member skills that will be useful or that can be developed while on the Advocacy Committee are listed on attachment a)

### **Reporting Accountability**

To the Zone 2/3 Executive Committee.

### **Term of Position**

The four Trustees at Large elected to the Zone Advocacy Committee shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected committee shall assume the office immediately following adjournment of the Zone Annual General Meeting.

In the event that a Trustee at Large representative retires, resigns or is disqualified from being a Trustee, the Trustee at Large position becomes vacant. If the committee determines a replacement is necessary a by-election would be held.

### **Primary Function**

Establish priority issues, which are the primary focus of Zone 2/3 advocacy/lobbying activities. Consult with ASBA through the Zone Directors to ensure advocacy issues are compliant with current ASBA policies.



## Performance Responsibilities

1. Develop and carry out specific lobbying, marketing and communication plans in conjunction with the Zone Members to support the priorities of the Member Boards as required and approved by the membership.
2. Pursue emergent issues as directed by Zone Executive.
3. Use conference calls/video and Zone meetings when possible for committee meetings.
4. Year round advocacy is recommended.
5. Provide Board Reps training:
  - How to advocate, how to support the work of the Advocacy Committee.
6. Use generative discussions to educate/flush out thinking on Advocacy topics.
7. Compile material for generative discussions
8. Develop surveys as necessary
9. Consider an annual Zone Newsletter to MLA's
10. Debrief after MLA events or advocacy campaigns
  - Share conversations or reactions
11. Record cost for each event or campaign separately
12. Refer to the Advocacy Committee Manual and work plan (Appendix C).

## Advocacy Topics

Request will be made annually in September (October in an election year) for Advocacy topics. They should be specific in nature and should be accompanied by the name of the requesting Board Rep/Board. Board Reps only – one vote per Board, may vote for the advocacy topic. The Advocacy Committee shall work with the results of this vote to create Advocacy opportunities for the year. The Committee should be nimble and address important new advocacy issues if they arise mid-term. ***Ensure that all points of view are covered in advocacy material and presentations i.e. rural, urban, metro and rural.***

## Developing an Advocacy Plan

These documents will guide the advocacy teams' work:

[Advocacy Primer](#) (PDF–340K)

[Advocacy plan template](#) (PDF–70K)

- Use the ASBA planning guide
- Research your audience
- Frame the problem(s)
- Choose material & methods of delivery – look for many different ways to frame and deliver your message.
- Identify partners:
  - ASCA support
  - School Councils, Municipal partners, Other Zones
- Include ways to attract supporters:

- Chambers of Commerce, municipal leaders, service clubs, parents, school councils, community members
- Consider education (PD) for Trustees
  - Key messages and conversation starters
- Include related social media material and campaigns
- Access media attention i.e. Journal Editorial Board – so we get media attention to our issues.
- Work with ASBA personnel when necessary to develop key messages.
- Access MLA's support staff who can help determine dates for MLA events.

### **Advocacy material**

Create and share Key Messages, speaking notes, brochures, letters for letter writing campaigns, social media campaign material, panel events etc.

Share resources developed with other Zones

- Share the basics and let Zones make it their own.

### Library for material:

- Create a physical and an on-line (saved to a data stick)
- Power points, brochures, booklets, discussion questions, researched material etc.)
- Divide this material by Advocacy topic
- Ensure date of material is assigned to each piece

### **Social Media**

MLA's more likely to pay attention to twitter. *Perhaps school council members too.*

- Use Social Media to help you deliver your message.
- Create and share suggested tweets and relevant hash-tags that people can use to help you deliver your message
- Tweet out advocacy events.
  - Short and crisp tweets
  - Work with ASBA personnel to develop
- Involve others - share tweets
- Post Advocacy related Professional Development items to the Zone Facebook page.
  - Short and to the point
  - Reference where the professional development material can be found
  - Post the advocacy committees Professional Development plans. This will enable board representatives to be prepared for advocacy discussions.

### **MLA Events**

This is a tool that the Committee may choose to use for Zone 2/3 advocacy. When possible the Committee may invite MLA's to a Zone meeting for discussion of advocacy topic(s). Use the four-year provincial election cycle to guide committee activities as follows:

<b>Year</b>	<b>How</b>	<b>What</b>
Year of election	Allow ASBA to take lead through Meet and Greets, Issues Forums etc.  Create material for Zone 2/3 Boards to use when meeting with MLA's	Educate new MLA's on current school issues, role of trustees.
Year two of government mandate	Host a Zone 2/3 MLA event	Research and present material for trustees and MLA's on the Advocacy topic for that year.
Year three of government mandate	Host a Zone 2/3 celebrate our partnership event.	Highlight good news stories and speak to the importance of locally elected trustees.
Last year of government mandate	Host candidate forums.	Ask questions/create discussion material on the advocacy issues and importance of locally elected trustees. Meant to educate and advocate.

#### Advocacy list of committee member skills

The following skills will be helpful or can be developed while working on this committee:

- Optimum skill set within the committee would include:
  - Knowledge of Social Media
  - Public speaking
  - Research skills
  - Computer literate (develop power points)
  - Creativity
  - Publishing

#### **Zone willing to provide training**

## Comprehensive School Health Representative

### **Background**

Member Boards of Zone 2/3 of the Alberta School Boards Association shall elect a member to act as Comprehensive school health representative of that Zone, in accordance with ASBA Bylaws, Schedule A, Bylaw A6(2).

The Alberta Health Services Comprehensive School Health Working Group was formed in September 2011 and is led by the Alberta Health Services Healthy Children and Youth team within Healthy Living.

Since its formation, this group has been tasked with gathering an inventory of comprehensive school health education resources that are used across the province along with the review of these resources. Each resource has been carefully reviewed and evaluated against set criteria. All resources selected and posted on this webpage are evidence-based and align with the [Alberta Health Services Framework for the Comprehensive School Health Approach](http://www.albertahealthservices.ca/info/Page7648.aspx).  
<http://www.albertahealthservices.ca/info/Page7648.aspx>

The working group includes provincial representatives from Alberta Health Services Healthy Children and Youth; Injury Prevention; Reproductive Health; Addictions Prevention; Mental Health Promotion; Mental Health and Early Screening; Oral Health; Nutrition Services; and school health representatives from all five Alberta Health Services Zones. Additional stakeholders representing external partners include: Ever Active Schools, Alberta Healthy School Communities Wellness Fund, and APPLE Schools.

- [Alberta Partners In Comprehensive School Health](#)  
*This document summarizes the roles of each Alberta partner and how they support healthy school communities. You can also visit the links below to learn more about each organization.*

Comprehensive school health is an internationally recognized approach to supporting improvements in students' educational outcomes while addressing school health in a planned, integrated, and holistic way. Actions address four inter-related components that comprise a comprehensive school health approach:

***Social and physical environment, teaching and learning, healthy school policy, partnerships and services.*** When actions in all four components are harmonized, students are supported to realize their full potential as learners and as healthy, productive members of society.

*For more information on comprehensive school health in Canada, contact JCSH at [inquiry@jcsbcces.ca](mailto:inquiry@jcsbcces.ca), or visit [www.jcsh-cces.ca](http://www.jcsh-cces.ca).*

### **Reporting Accountability**

As a representative of the Zone 2/3 member boards the Comprehensive school health representative is responsible to Zone member boards.

**Term of Position**

The position of the Comprehensive School Health Representative/Alternate shall be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected Comprehensive School Health Representative/Alternate shall assume the office immediately following adjournment of the Zone Annual General Meeting. In the event the Comprehensive School Health Representative retires, resigns or is disqualified from being a Trustee, the Comprehensive School Health Representative position becomes vacant and shall be automatically filled by the alternate.

**Performance Responsibilities**

1. Gather relevant input collected from member boards and ASBA regarding current practices, questions and concerns.
2. Attend all relevant Comprehensive School Health Representative meetings as directed by the Zone Executive Committee.
3. Provide a report to Zone after each Comprehensive School Health meeting. Provide this report to Zone Secretary for meeting minutes.

## **Edmonton Regional Learning Consortium (ERLC)**

*Source: ERLC website*

### **Background**

The *Edmonton Regional Learning Consortium* (ERLC) is one of seven regional consortia in Alberta established to support regional professional development needs for all those who influence student learning. We work with schools, school authorities and our seven partner organizations to create professional development opportunities in an ongoing, coordinated and cost-effective manner.



### **ERLC Vision:**

As an advocate for quality professional development and as a service provider, ERLC works with its partners to develop, implement and assess professional development programs and comprehensive plans that support adult learning for students' sake.

### **ERLC Goals:**

- to **facilitate** professional development which supports the effective implementation of components of:
  - the Alberta Education Business Plan
  - Jurisdiction and school education plans
  - regional School Council priorities
- to **facilitate** professional development which supports the effective implementation of curricula, including instruction, assessment, and student learning outcomes,
- to **coordinate, broker, and act** as a referral centre to assist stakeholders to identify available professional development resources,
- to **deliver** professional development based on the identified and emerging needs of educational stakeholders,
- to **promote and support** the development of professional development leadership capacity, and
- to **provide** educational stakeholders with access to professional development at a reasonable cost.

*ERLC plans learning opportunities based on advice from the region they serve, most often received from advisory committee members and participant feedback from sessions. They also rely on the professional literature and provincial knowledge about effective professional development and curriculum implementation. Provincial resources that guide work include:*

- [Curriculum Implementation Beliefs](#) 
- [Guide to Comprehensive PD Planning](#) 
- [A Guide to Support Implementation: Essential Conditions](#)

### **Reporting Accountability (Zone 2/3 elects a Trustee as an ERLC representative.)**

As a representative of the Zone 2/3 member boards, the ERLC is responsible to Zone member boards.

**Term of Position**

A trustee representative is elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive.

**Performance Responsibilities**

1. Attend ERLC meetings
2. Report to Zone Board reps after each meeting
3. Forward meaningful ERLC communication to Board Reps (through the Zone Chair/Secretary) highlighting relevant examples for trustees.

## **U of A Field Experiences Policy Advisory Committee (FEPAC)**

*Note: As per FEPAC terms of reference*

### **Background**

The Faculty of Education of the University of Alberta sponsors this committee. This is an external ASBA committee filled at the Zone 2/3 level by the Zone 2/3 Executive. There is a call for interest form, attachment a) called the “Interest in External Committee Representation” form. It is sent out for interest by email, completed by interested Board Reps and sent to the Zone Chair. See the sample email attachment b).

There is a Zone 2/3 FEPAC representative and an alternate elected every three years at the May Zone 2/3 meeting or as necessary in the event of a resignation. The elected trustee is then formally appointed by ASBA to the U of A Field Experiences Policy Advisory Committee.

Note: The ASBA covers expenses and honorarium. Complete and submit an ASBA expense claim directly after each FEPAC meeting.

### **Reporting Accountability**

1. Gather input from Zone Board Reps as to district needs, questions and concerns.
2. Report to Zone after each FEPAC meeting and give the report to Zone Secretary for the meeting minutes.
3. Report is then sent to the ASBA along with the ASBA expense claim.

### **Term of Position**

The term of appointment is three years and commences July 1.

Current and future terms of position: July 1, 2017 - June 30, 2020, July 1, 2020 - June 30, 2023, July 1, 2023 - June 30, 2026, July 1, 2026 - June 30, 2029 etc.

### **Performance Responsibilities**

There are three meetings held in Edmonton per academic year that the Zone representative or their alternative are expected to attend.

The role of the committee is to advise the Undergraduate Academic Affairs Council of the Faculty of Education on policy matters relating to field experiences in teacher education programs, initiate policy proposals concerning field experiences in such programs and monitor the implementation of field experiences policies in the Faculty.

A Field Experiences Policy Advisory Committee terms of reference document (c) is attached. It also outlines the procedures, meeting information and the composition of the committee.



Note there are statutory members and appointed members.

**Attachments (3)**

a) Call for Interest form

b) Sample email

c) Field Experiences Policy Advisory Committee Terms of Reference document

## **Zones Languages Committee**

### **Background**

The ASBA Second Languages Taskforce was formed November 21, 2011 when ASBALE was folded into the ASBA operation.

*The Standing Committee would operate under the current governance structure of the ASBA with a commitment to provide effective representation and to focus on providing leadership in the area of second language acquisition for Alberta Students.*

*See attachments:*

In November 2015 the SLTF requested representation from the zones in second languages caucus for the 2015-2016 year, in order to strengthen its lines of communication and improving grassroots connections to our school boards. The mandate of the second languages taskforce was:

*To provide networking opportunities for discussing issues and best practices in language learning including English. The SLTF is responsible for developing strategies for communicating best practices in language learning and for compiling information on perceived and real barriers to successful delivery of language programs. The work of the SLTF will be communicated as part of ASBA advocacy efforts while promoting the benefits and value for students to learn a second language*

The ASBA Board of Directors disbanded this ASBA Taskforce on February 19, 2016.

A verbal agreement with the then Executive Director Scott McCormack to explore proceeding with this work at a Zone level was secured.

To keep the work and mandate of this Taskforce alive, discussions were held with Zone Chairs in late February 2016 to continue to this work through Zone Language Reps at the Zone level. Zone 2/3 Chair agreed to chair this Provincial Zone Language Rep committee. The first Zone Languages Representative committee conference call was held March 3<sup>rd</sup>, 2016. Work has continued throughout 2016 and 2017.

### **Committee Mandate:**

1. Advocate at the Local, Provincial, and Federal levels regarding funding, resources, and programs.
2. Share best practices in the area of language learning with School Districts.
3. Identify areas of language learning that would best assist School Districts.
4. Promote the value of other language learning.
5. Provide Professional Development regarding language education to Trustees.
6. Report at Zone meetings and SGM

**Reporting Accountability:**

To the Zone 2/3 Executive

**Term of Position**

Two Zone Languages Representatives to be elected for a term of two years and shall be eligible for re-election for one additional successive term of two years. The same person may be elected for more than two terms provided the terms are not successive. The newly elected committee shall assume the office immediately following adjournment of the Zone 2/3 Annual General Meeting.

**Performance Responsibilities**

1. Zone Languages Representatives will meet via conference calls approximately five times each year - November, January, March, May, September – one to two hours in length - as well as face to face meetings at both the SGM and the FGM. When needed there are one or two sub committee meetings during the year.
2. Gather language issues from Zone Board Reps at Zone meetings.
3. Report to Zone three or four times a year.

**Compensation – Zone 2/3**

1. No dollars are paid for the SGM or FGM meetings.
2. A conference call fee may be paid as follows:
  - up to 1 hour - \$25.
  - 1 to 1.5 hours - \$37.50
  - 1.5 to 2 hours - \$50
  - 2 to 3 hours - \$75
  - over 3 hours - use per diem rates (\$80 half day (4hrs), \$160 full day (8hrs))

**Attachments:**

- a) <SLTF activities report 2011-2014.pdf>
- b) <SLC Strat Plan recommendations 2015.docx>
- c) <SLTF Letter to ASBA President.docx>
- d) <Zone Languages Representative History.docx>

## **Zone Recognition**

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### **Friends of Zone 2/3 Award**

#### **Background**

There is a strong desire within Zone 2/3 to be able to recognize and celebrate either groups or individuals who have made a special contribution to education and work we do as school boards.

We acknowledge the ASBA Friends of Education Award and support the intentions with this Provincial recognition. The proposed Friends of Zone 2/3 award is intended to focus within our geographic area and not to take away from the Provincial Award.

#### **Criteria**

Must be from within the Zone 2/3 geographic area.

Significant contribution to public education and student learning.

#### **Procedural Guidelines**

Nomination is made through a Board motion.

One nomination per Board per year.

Deadline for submissions April 30 of each year.

Selection to be made by the Zone Executive Committee.

#### **Presentation and recognition of Recipient(s)**

October at the Zone Annual General Meeting.

## **ASBA Zone Appreciation Award**

### **Background**

The Zone Appreciation Award recognizes individuals or groups who have made a significant contribution to their Zone.

### **Criteria**

The Zone Appreciation Award is open to trustees, superintendents (all levels) and secretary-treasurers. This award is presented to those who have displayed exemplary service to trusteeship at the Zone level.

Candidates will have distinguished service as a trustee, superintendent or secretary-treasurer, and will have a distinguished record of service in the field of education.

### **Procedural Guidelines**

Candidates for the Zone Appreciation Award must be nominated by three trustees. Nomination forms will be submitted to the Zone Chair for consideration. A copy of the nomination form for the successful candidate will be submitted to the ASBA offices.

No more than one Zone Appreciation Award per Zone shall be conferred in one year.

Note: See [www.asba.ab.ca](http://www.asba.ab.ca) (Awards) for deadline submission.

### **Awards Presentation**

A Zone Appreciation Award certificate bearing the logo of the Alberta School Boards Association will be presented by the Zone Chair at the Zone Annual Meeting.

## **Zone Executive Committee Recognition/Appreciation**

In the event a member of the Zone Executive Committee retires, resigns or completes their tenure, a small token of appreciation shall be presented to acknowledge their commitment and dedication to the Zone.

The value of this gift shall be calculated at \$20.00 per number of years of completed service. Any partial years shall be pro-rated.