



# The Alberta Teachers' Association

## ATA PROVINCIAL COMMITTEE APPLICATION PROCESS FAQ

### Why should I serve on an ATA committee?

Committee work offers you an opportunity to share your professional voice and to contribute to the direction that the ATA takes. It also presents a chance to connect with colleagues from across the province and with district representatives and ATA staff.

### How can I serve on an ATA committee?

Apply! Active and associate members (who hold the highest level of membership available to them) are eligible to serve on an ATA committee. The application form is available here: <https://www.teachers.ab.ca/membersonly/Pages/CurrentVacancies.aspx>

### How can I learn about ATA committee opportunities?

As opportunities on committees arise, they are posted in the Members Only section of the ATA website, here: <https://www.teachers.ab.ca/membersonly/Pages/CurrentVacancies.aspx>. Vacancies are also advertised through such communications channels as Facebook, Twitter and the *ATA News* (depending on the position deadline and the publication timelines). You can also learn about vacancies through your local president and your district representative(s), who can provide valuable insight into the work that ATA committees undertake.

### What is the deadline to apply?

Committee vacancies are posted throughout the year, with the bulk of opportunities advertised in the spring with a mid-April deadline. The deadline for applications depends upon the particular competition and will be noted on the committee position posting.

### What is the selection process?

Applications are first vetted to ensure that (1) the applicant is eligible to serve and (2) the applicant's current position held is appropriate for the committee role.

Applications are then reviewed, taking into consideration each candidate's education, experience, evidenced commitment to the Association (eg, attendance at the ARA or Summer Conference, and/or the holding of office in a local, specialist council, bargaining unit or convention association), and potential to contribute to the work of the committee and to the committee's demographic balance. To effectively recognize and utilize the broad range of talents, abilities and perspectives found amongst our teaching population, consideration will also be given to applicants who self-identify as belonging to equity-seeking groups in order to recognize diverse viewpoints that have traditionally been under-represented.

Following this review, a candidate will then be recommended to Provincial Executive Council—the body responsible for naming field members to ATA committees—for appointment.

### Will I be informed even if I am not the successful applicant?

Yes. All applicants will receive notification of the outcome of the competition. Please allow for 8–10 weeks following the closing date to receive such notification.

### I have applied before and was not selected. Why?

First, thank you for applying!

Because committee member terms expire at different times, there are a limited number of vacancies each year. Many factors are considered when selecting members to serve on ATA committees. Your education and experience, as well as your statement regarding the contribution you would make to the committee, are considered. Previous work with the ATA (eg, Summer Conference, ARA) is also considered. In addition, the committee's demographic balance can play a determining role in who is appointed to the committee. Further, some positions require a specific current position (eg, school leader or substitute teacher) or area of expertise (eg, Indigenous education). The advertisement will indicate such requirements.

Not being selected does not indicate that you are not a strong candidate. Rather, it reflects the great capacity and strength of the teaching profession in Alberta—we have so many great candidates for the relatively few committee positions available.

### **Which committee is right for me?**

Consider the commitment that a particular committee entails, in terms of meeting frequency and other related work. The committee posting will provide some of this information, but you can also reach out to your district representative(s) or to ATA staff for more details on the work that a particular committee undertakes.

Apply for a committee that best matches your area of interest and that would capitalize on your education and professional experience. We want committee work to be rewarding for our members!

### **How can I make a strong application?**

First, talk to your district representative to learn more about ATA committee work before you apply. Second, tailor your application to connect your education and experience to the committee for which you are applying. Also, consider engaging in provincial ATA activities (eg, Summer Conference, ARA) or local ATA activities (eg, local executive, local committee) to build a strong application for future opportunities.

### **I am a committee member to a standing committee. Can I apply to serve on another standing committee?**

You may submit an application for any opportunity posted. However, to ensure greater representation of members, it is uncommon for one member to be named to more than one standing committee in a given year.

### **I am a committee member or representative to an external committee and my term is ending. Do I need to re-apply?**

Some positions allow for reappointment as part of the Terms of Reference. This means that for certain bodies—professional conduct committees and professional practice committees, for instance—it is possible that your term would be renewed without a new application. In exceptional circumstances, a term on a standing committee may be extended, as well. To avoid disappointment, however, it is best to express your interest in committee work.

If your term is expiring and you would like to continue serving in your role, please contact Lindsay Yakimyshyn (lindsay.yakimyshyn@ata.ab.ca) to confirm whether you need to re-apply.

### **I was chosen to serve on a committee. What happens next?**

Congratulations! Staff will contact you to advise you of the appointment and will provide you with preliminary information regarding committee work. You will also receive information regarding committee meetings from the committee's secretary or administrative secretary, whose information will be provided to you in the preliminary correspondence. For additional information on procedures related to serving on a committee, resources are available in the Members Only section of the website under *Provincial Committees > Resources for Members of Association Committees and ATA Representatives*.