



# The Alberta Teachers' Association

## MEMBERS OF ASSOCIATION COMMITTEES AND ATA REPRESENTATIVES FAQ

### **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. (Note that, while appointments often commence July 1, most committees only meet during the school year.)

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*.

### **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' voices, 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. When is my term up?**

The correspondence that you receive each July indicates the end of your term. For certain bodies—professional conduct and professional practice committees, for instance—it is possible that your term would be renewed. In exceptional circumstances, a term on a standing committee may be extended, as well. If you have any questions about your term, please contact your committee contact or Lindsay Yakimyshyn ([lindsay.yakimyshyn@ata.ab.ca](mailto:lindsay.yakimyshyn@ata.ab.ca)).

### **I am a committee member to a standing or ad hoc committee. What are my role and responsibilities?**

For standing and ad hoc committees, your main responsibility is to try to attend all committee meetings and activities. As release time may be necessary, the Association will inform your superintendent by letter of your appointment (please discuss your release assignments with your principal and superintendent as soon as possible).

This committee position is an opportunity to share your voice and represent your colleagues at the provincial level. You should come to meetings prepared to speak to—from your perspective as a teacher or school leader in the field—the forces affecting the committee's work. If you are unsure of your role during your tenure on a committee, please contact the committee's secretary.

### **How do I prepare for meetings Association committee meetings?**

Often, meeting materials, including an agenda, will be distributed in advance of the committee meeting. The timelines and mode of distribution will vary among committees. If you are unsure of when or how you should be receiving meeting materials, please contact the committee's secretary. If you receive materials, please take the time to review them in advance of the meeting.

### **I am an ATA representative to an external committee. What are my role and responsibilities?**

As a representative, your main role is to put forward the Association's view on the issues that arise during the work of your committee. Though other teachers may be serving on the committee, you will likely be the only

official representative of the Association. A careful review of the following documents, all contained in the *Members' Handbook*, will assist you in understanding the Association's views: (1) the *Teaching Profession Act*, (2) Declaration of Rights and Responsibilities for Teachers, (3) Code of Professional Conduct and (4) the policy of the Alberta Teachers' Association. Although the Association has policy on a great number of topics, you will undoubtedly encounter matters on which the Association is silent. In such cases, you will have to use your professional judgment. The Association will keep you informed about policy changes, new position papers and the positions taken by other bodies.

A second major role in your work as a representative is to keep the Association informed about what is happening in the organization whose meetings you are attending. It is especially important that you inform the Association about any decisions that are likely to cause concern for Association members. Note that Association representatives are under no obligation to report to locals or to other Association subgroups.

If you need advice about any aspect of your role as an Association representative, please contact the staff identified as your contact in correspondence. In reporting to your contact person, use the form available electronically in the Members Only section of the website under *Provincial Committees > Resources for Members of Association Committees and ATA Representatives*.

### **I am having difficulty in making arrangements for release time. Who can help?**

The cost of your release time will be covered. If you run into difficulty in making arrangements, contact Associate Executive Secretary Robert Mazzotta for assistance (robert.mazzotta@ata.ab.ca). Once you know the specific dates on which you will be absent, you should inform the proper person (superintendent, secretary treasurer, principal or designate) as far in advance of the absence as possible.

### **How will I be reimbursed for expenses incurred to attend committee meetings?**

The Association covers costs to enable committee members and representatives to attend meetings and other relevant, assigned activities. Allowable expenses include costs of hotel accommodation and meals, sundry expenses (tips, taxis, etc), and mileage or the actual cost if travel is by regularly scheduled rail, bus or air carrier. Costs incurred for accommodation other than commercial accommodation will be reimbursed up to \$75 per night upon submission of receipts.

***Please note that, effective April 2, 2020, all items claimed, except distance driven, must be accompanied by detailed receipts and not just credit/debit card receipts. If the receipt is not available, a written explanation shall be submitted on the expense claim and Finance will review and determine if it is eligible to be reimbursed.***

Expense claim forms are available from the committee secretary and administrative secretary or online in the Resources for Members of Association Committees and ATA Representatives section (see above). Please submit your claim form as soon as possible following the meeting for which expenses were incurred. Submitting your expenses promptly is especially important near the Association's fiscal year-end (August).

Alberta Education generally pays the expenses of Association representatives serving on its committees. The Association pays the expenses incurred by representatives attending the committee or board meetings of most other organizations. Representatives are expected to submit a short report to their Association contact following each meeting of the committee on which they are representing the Association. (In some cases, representatives may also be invited to attend meetings of an Association committee.)

**Can I submit my expense claim electronically?**

Yes. Please ensure that you have signed your claim form and are including supporting documentation (ie, receipts) for your expense claim.

**Can I be reimbursed through an EFT rather than by cheque?**

Yes. Information on EFTs is available in the Members Only section of the website under *Provincial Committees* > *Resources for Members of Association Committees and ATA Representatives*.

*Do you have a question you would like to see added to the FAQs?  
Please e-mail your suggestions to [lindsay.yakimyshyn@ata.ab.ca](mailto:lindsay.yakimyshyn@ata.ab.ca).*