



**TESL ONTARIO**

**COMMITTEE TERMS OF REFERENCE**

- [Membership Committee](#)
- [Accreditation Standards Committee](#)
- [Conference Committee](#)
- [Research Committee](#)



## TESL ONTARIO

### MEMBERSHIP COMMITTEE - TERMS OF REFERENCE

#### MANDATE

Liaison between Affiliate Membership Secretaries and the Board in order to develop and maintain appropriate procedures to maintain and increase membership numbers throughout Ontario.

#### REPORTING RELATIONSHIP

The chair is appointed by the Executive Director and reports to the Executive Director. The members of this Committee are recruited from the general membership.

#### CHAIRPERSON

The role of the Chair is as follows:

- Oversight responsibility of appropriate procedures relating to the membership function carried out by the TESL Ontario office.
- Responsibility for presenting the Board with appropriate membership category and fee schedule information for ultimate approval.
- Liaison with the Public Relations and Issues Chair on issues affecting membership and general TESL promotion.

#### TERM

2 years from AGM to AGM, and may be reappointed for a further 2 year term.

#### MEETINGS

Frequency of meetings as determined by Chair. Meetings may be face-to-face or via conference call.

#### AGENDA

The Chair shall develop an agenda in advance of each meeting.

#### MINUTES

Minutes shall be recorded, sent to the TESL Ontario office. The minutes will subsequently be circulated to all Committee members. A copy of the minutes shall be kept on file at the TESL Ontario office.

September 2008



## TESL ONTARIO

### ACCREDITATION STANDARDS COMMITTEE – TERMS OF REFERENCE

#### **MANDATE**

To keep the Board aware and informed of any accreditation developments and concerns.

#### **REPORTING RELATIONSHIP**

The chair is appointed by the Executive Director and reports to the Executive Director. The members of this Committee are recruited from the general membership.

#### **COMMITTEE MEMBERSHIP**

In order to carry out its mandate successfully, the committee will be structured as follows:

- A Chairperson
- 2 instructors (working in LINC and ESL, respectively)
- 2 TESL Trainers
- 2 Program Managers – to avoid conflict of interest, they cannot work in an institution with a TESL training program

#### **CHAIRPERSON**

The Committee Chair will assure that the Committee carries out the following responsibilities on an ongoing basis:

- To serve as the intermediary between the TESL Board, the TESL Ontario Adjudicator and the Appeals Committee.
- Works closely with the TESL Ontario Accreditation Administrator on accreditation issues.
- Provides counsel to the Accreditation Administrator in his role as liaison to external public and private agencies.
- With the assistance of the Accreditation Administrator, provides an annual written report of accreditation activities for the AGM. The report shall summarize the events and decisions of the past year, indicate plans for the term ahead and an action plan for its achievement.

#### **TERM**

2 years from AGM to AGM, and may be reappointed for a further 2 year term.

#### **MEETINGS**

Frequency of meetings as determined by Chair. Meetings may be face-to-face or via conference call.

#### **AGENDA**

The Chair shall develop an agenda in advance of each meeting.

#### **MINUTES**

Minutes shall be recorded and sent to the TESL Ontario office. The minutes will subsequently be circulated to all Committee members. A copy of the minutes shall be kept on file at the TESL Ontario office.

July 2009



## TESL ONTARIO

### CONFERENCE COMMITTEE – TERMS OF REFERENCE

#### MANDATE

The Conference Committee is responsible for the annual TESL Ontario conference. The Committee sets the overall conference theme and selects plenary speakers.

It is suggested that a Conference Committee member will assume the role of Assistant Conference Chair during the two year period of term of office of the Conference Chair. It is expected that the Assistant Conference Chair will subsequently serve as Conference Chair. It is the Conference Chair's responsibility to identify, appoint and train an appropriate person on the Conference Committee to carry out the role of Assistant Conference Chair.

#### REPORTING RELATIONSHIP

The Chair is appointed by the Executive Director and reports to the Executive Director. The members of this Committee are recruited from the general membership and may include office staff and contracted conference coordinator.

#### CHAIRPERSON

The role of the Chair is as follows:

- Work with Finance Committee and Conference firm on Conference budget
- Approve Conference site
- Prepare Call for Papers
- Coordinate readers and evaluation of session proposals
- Liaise with Conference firm throughout the year.
- Work with Research Symposium Chair on all aspects of planning for symposia
- Liaise with Technology and Research Chair for update of the conference page on the TESL Ontario website
- Prepare and review individual session as well as overall conference evaluation forms.
- Liaise with TESL Ontario office and Project Manager of the Technology Fair, as well as the Public Relations Committee.
- Develop an overall “Conference Report” by January of each year. This will also contain the results of the conference evaluations and be forwarded to our funders at that time.
- Provide an annual written report of their activities for the AGM. The report shall summarize the events and decisions of the past year, indicate plans for the term ahead and an action plan for its achievement.

#### TERM

2 years from AGM to AGM, and may be reappointed for a further 2 year term.

#### MEETINGS

Frequency of meetings to be determined by Chair. Meetings may be face-to-face or via conference call.

#### AGENDA

The Chair shall develop an agenda in advance of each meeting.

#### MINUTES

Notes will be taken at committee meetings and circulated to all Committee members. A copy shall be kept on file at the TESL Ontario office.

January 2009



## TESL ONTARIO

### RESEARCH COMMITTEE – TERMS OF REFERENCE

#### **MANDATE:**

The primary mandate of the Research Committee is to develop and promote research related activities for the association in coordination with other association committees, working groups and association affiliates. These include activities or events that encourage members to connect research with classroom practice as well as activities that inform the association on current trends and issues in the field. The Research Committee will also establish and maintain a protocol for ethics review of research related activities involving TESL Ontario.

#### **COMMITTEE MEMBERS:**

The Research Committee consists of up to eight members recruited from the TESL Ontario membership. Committee members typically are

- actively engaged in research,
- familiar with current research in TESL issues,
- versed in one or several research methodologies relevant to language teaching and learning,
- knowledgeable about the teaching context of adult ESL instructors in Ontario.

#### **REPORTING RELATIONSHIP:**

The Chair is appointed by the Executive Director on advice from the Research Committee and reports to the Executive Director.

#### **CHAIRPERSON:**

The role of the Chair is to coordinate committee activities and liaise with the Board via the Executive Director.

#### **TERM:**

The standard term for members of the Research Committee is 3 years from AGM to AGM. Members may be re-appointed for a further 3-year term.

#### **MEETINGS:**

Meetings will take place in person or via conference call. Typically, three meetings are arranged each year: two meetings in person, one of them during the annual TESL Ontario conference, and a third meeting by conference call. Other contact and committee work will be carried out by email or conference calls as determined by the Chair.

#### **AGENDA:**

The Chair shall develop an agenda in advance of the meeting and forward it to Committee Members at least two days before a scheduled meeting.

#### **MINUTES:**

Minutes shall be recorded by a member of the Committee on a rotating basis and sent to the TESL Ontario office. The minutes will subsequently be circulated to all Committee Chairs and Board members as deemed appropriate by the Executive Director or upon request of members of the Research Committee. A copy of the minutes shall be kept on file at the TESL Ontario office.