MANDATE
To develop a coherent voice and locus for professional development and practice for ESL educators working in the private postsecondary institutions.

REPORTING RELATIONSHIP
The Committee Chair is appointed by the Executive Director and reports to the Executive Director.

COMMITTEE MEMBERSHIP
The members of the committee are recruited from the general membership.

CHAIRPERSON
The role of the chairperson is:
- To annually review the *Private Sector Committee Strategic Plan* and assesses its *Strategic Goals*.
- To annually review a list of *Implementation Tasks* in support of the committee’s *Strategic Goals*.
- To delegate responsibility for and supervise the completion of said *Implementation Tasks*.

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

MEETINGS
Frequency of meetings is determined by the Chair. Meetings may be face-to-face or via Tutela.

AGENDA
The Chair will send out the agenda one week prior to the meeting.

MINUTES
Minutes will be recorded and sent to the TESL Ontario office. The minutes will subsequently be sent to all Committee members. Responsibility for taking minutes rotates between committee members (in alphabetical order of first name).

Last updated: January 2018