TESL ONTARIO

COMMITTEE TERMS OF REFERENCE

- Accreditation Standards Committee
- Colleges & Universities Committee
- Conference Committee
- Private Sector Committee
- Social Content Committee
Mandate
To support TESL Ontario in establishing and advancing accreditation standards and provide consultation on accreditation-related initiatives and issues.

Membership
The Accreditation Standards Committee is structured as follows:
- A Chairperson (volunteer)
- 1 LINC Teacher (volunteer)
- 1 ESL Teacher (volunteer)
- 2 Teacher Trainers (volunteers)
- 2 ESL Program Managers (volunteers)
- TESL Ontario Executive Director
- TESL Ontario Adjudicator
- TESL Ontario Accreditation Services Manager

Recruitment Process
The volunteer members are recruited from the TESL Ontario membership. Interested individuals are required to submit an “Expression of Interest in Joining a TESL Ontario Committee” form and a CV.

Term
The term of service on the Accreditation Standards Committee is two years, and members may be reappointed for a further two-year term.

Upon completing their term of service, the Accreditation Standards Committee members automatically become members of the TESL Ontario Appeals Committee. The Appeals Committee does not hold regular meetings. Once an appeal application is filed, TESL Ontario randomly selects three members from the Appeals Committee membership pool to review the appeal case. Appeal cases are extremely rare. Members of the Accreditation Standards Committee may not serve concurrently as a member of the Appeals Committee.

Meetings
The Committee holds four to five face-to-face meetings in Toronto every year. The meetings are held during business hours, and each meeting may take 3-4 hours. Members have the option to join remotely if in-person participation in a given meeting is not possible for them. Members may occasionally be asked to participate in teleconferences and discussions through email as well.

Agenda
The Accreditation Services Manager creates an agenda in advance of each meeting. The agenda is reviewed and approved by the Committee Chair before it is shared with the committee members.

Minutes
Minutes are recorded at the meeting and circulated to all committee members. A copy of the minutes is kept on file at the TESL Ontario Office.

Chairperson
The Chair is appointed by and report to the TESL Ontario Executive Director. The Chair assures that the Committee carries out its responsibilities and mandate to the best of its ability.

Last updated: January 17, 2019
MANDATE
To develop leadership for professional development and practice among English language and TESOL educators working in both the college and university sectors.

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 Colleges & Universities Strategic Plan and assess 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 these Implementation Tasks

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

MEETINGS
The frequency of meetings is determined by the Chair. Meetings may be face-to-face or via videoconference (Tutela, Zoom or other).

AGENDA
The Chair will circulate meeting agendas one week prior to a specific meeting.

MINUTES
Minutes will be recorded and sent to the TESL Ontario office. The minutes will then be circulated to all Committee Members. Responsibility for taking minutes rotates equitably between committee members so each member assumes this responsibility before any member does this a second or subsequent time.

Last updated: January 24, 2019
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.

Last updated: January 2009
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
TESL ONTARIO

SOCIAL CONTENT COMMITTEE - TERMS OF REFERENCE

MANDATE

- To provide TESL Ontario members with an online professional community in which they can connect with their peers, obtain and share relevant resources, and teaching strategies.

- To develop and provide direction, planning and execution of a social media strategy and practices for TESL Ontario that would result in a professional community for its members.

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.

The role of the Chair is as follows:

- To develop and implement a social media plan/strategy for the Association including:
  - Setting annual objectives that conforms with TESL Ontario’s objectives.
  - Employing strategies that raises the profile of TESL Ontario's social media plan.
  - Increasing TESL Ontario’s delivery of social media content using existing platforms including, LinkedIn, Twitter and Facebook. As well as to consider the development of new platforms such as blogs, webinars, live chats and discussion groups.

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.

Last updated: January 10, 2013