TESL ONTARIO

COMMITTEE TERMS OF REFERENCE

- Accreditation Standards Committee
- Colleges & Universities Committee
- Conference Committee
- Diversity, Equity and Inclusion Committee
- Research Advisory 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 TESL Trainers (volunteers)
- 3 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 virtual or in-person (in Toronto) meetings every year. The meetings are held during business hours, and each meeting may take 2-3 hours. Members have the option to join remotely if participation in a given in-person meeting is not possible for them. Members may occasionally be asked to participate in 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 committee chair is appointed by and reports 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: November 26, 2021
TESL ONTARIO

COLLEGES & UNIVERSITIES COMMITTEE

TERMS OF REFERENCE

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
CONFERENCES COMMITTEE – TERMS OF REFERENCE

MANDATE
• To plan and organize a multi-day, multi-faceted educational conference experience for individuals involved in the English Language training and adult ESL fields in Ontario.
• To represent the education and training needs of the TESL community in the design and development of TESL Ontario’s annual conference.

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

COMMITTEE MEMBERSHIP
The members of this Committee are recruited from the general membership and may include office staff and a contracted conference manager.

It is suggested that a Conference Committee member will assume the role of Vice-Chair during the three-year period of term of office of the Conference Chair. It is expected that the Vice-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 Vice-Chair.

Each committee member will assume a lead role focussing on a particular conference element.

CHAIRPERSON
The role of the Chair is carried out with assistance from the vice-chair. The role is as follows:

• Chair conference committee meetings
• Manage conference committee volunteers and perform regular check-ins with sub-teams.
• Liaise and coordinate with TESL Ontario staff and conference manager on all key areas of conference management including:
  o Selection of conference format and/or site
  o Preparation of call for papers
  o Preparation of call for papers
  o Coordination of session proposal reviewers
  o Coordinating with committee sub teams on the planning and development of key conference elements such as (Career Connections, TechKnow sessions, research sessions, Exhibitors etc.)
• Review annual conference evaluation reports and compile recommendations for subsequent conferences based on attendee feedback.
• Compose a detailed “Conference Report” by January of each year. This will also contain the results of the conference evaluations and will be forwarded to our funders at that time.
• Provide an annual written report of conference committee 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
3 years from AGM to AGM, and may be reappointed for a further 3-year term.

MEETINGS
Frequency of meetings to be determined by the Chair. Meetings may be face-to-face or virtual.
AGENDA
The Chair shall develop and distribute an agenda in advance of each meeting.

MINUTES
Minutes 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: July 2021
TESL ONTARIO

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE
TERMS OF REFERENCE

MANDATE

- To support the TESL Ontario community in all facets to establish and maintain guiding principles that reflect our commitment to diversity, equity, and inclusion (DEI)
- To educate, inform and raise awareness about best practices on issues affecting equity-seeking groups
- To provide consultation and guidance for concerns or complaints related to racism and DEI

COMMITTEE MEMBERSHIP
The volunteer members of the committee are recruited from the general membership. Committee members represent the diversity, equity and inclusion needs of the TESL Ontario membership. Interested individuals are required to submit an “Expression of Interest in Joining a TESL Ontario Committee” form and a CV.

CHAIRPERSON
The Chair is appointed by and reports to the Executive Director. The Chair ensures the Committee carries out the mandate and represents the TESL Ontario membership in matters of diversity, equity, and inclusion to the best of its ability.

TERM
The term of service on the Diversity, Equity and Inclusion Committee is two years with the option for reappointment for a further two-year term.

MEETINGS
Frequency of meetings as determined by the committee Chair. Meetings may be face-to-face or virtual.

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

MINUTES
The Chair shall take minutes, send to the TESL Ontario office within two weeks and TESL Ontario will keep a record on file. The minutes will subsequently be circulated to all committee members with the agenda for the next meeting.

Last updated: July 15, 2021
Mandate
The mandate of the Research Advisory Committee is to support and encourage research and scholarship at all levels of the TESL Ontario association and community of practice, within a broad framework of theoretical and methodological diversity and inclusive, equitable and ethical research practice. Specifically, the committee will:

- Provide input and direction to assist the association with identifying areas of focus for meaningful research activities;
- Offer recommendations for research projects and provide direction to ensure desired results;
- Help identify funding opportunities;
- Support mobilization and synthesis of insights and implications from empirical research and scholarship in Canada and beyond;
- Cultivate and strengthen research-practice partnerships, networks and professional relationships.

Committee Membership
The volunteer members of the committee (6-8) are recruited from the general membership. Committee members possess a related graduate degree and have demonstrated experience with planning, conducting, and evaluating research activities in the broad fields of applied linguistics and language education. Committee members are familiar with current research issues and share a demonstrated commitment to engaging in research. Interested individuals are required to submit an “Expression of Interest in Joining a TESL Ontario Committee” form and a CV.

Chairperson
The Chair is appointed by and reports to the Executive Director. The Chair ensures the Committee carries out the mandate and represents the TESL Ontario membership in related research activities to the best of its ability.

Term
The term of service on the Research Advisory Committee is two years with the option for reappointment for a further two-year term.

Meetings
Frequency of meetings as determined by the committee Chair. Meetings may be face-to-face or virtual.

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

Minutes
The Chair shall take minutes, send to the TESL Ontario office within two weeks and TESL Ontario will keep a record on file. The minutes will subsequently be circulated to all committee members with the agenda for the next meeting.

Last updated: March 22, 2022