



TESL ONTARIO

COMMITTEE TERMS OF REFERENCE

- [Accreditation Standards Committee](#)
- [Colleges & Universities Committee](#)
- [Conference Committee](#)
- [Diversity, Equity and Inclusion Committee](#)
- [Private Sector Committee](#)
- [Research Advisory Committee](#)
- [Social Content Committee](#)



TESL ONTARIO

ACCREDITATION STANDARDS COMMITTEE

TERMS OF REFERENCE

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



TESL ONTARIO

CONFERENCE 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:
 - Selection of conference format and/or site
 - Formation of conference budget
 - Preparation of call for papers
 - Coordination of session proposal reviewers
 - 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



TESL ONTARIO

PRIVATE SECTOR COMMITTEE – TERMS OF REFERENCE

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

RESEARCH ADVISORY COMMITTEE TERMS OF REFERENCE

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



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 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:

- Collaborate with TESL Ontario staff to offer input and contributions to the development of TESL Ontario's social media platforms including:
 - Setting annual objectives that conforms with TESL Ontario's objectives.
 - Developing social media strategies that raise TESL Ontario's online profile.
 - Offer guidance and support to Social Content Committee members with managing individual social media platforms.
 - Work with Social Content Committee to improve and expand TESL Ontario's social media content on existing platforms including: LinkedIn, Twitter, Facebook, Instagram and YouTube.

TERM

3 years from AGM to AGM, and may be reappointed for a further 3-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: August 11, 2020