



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