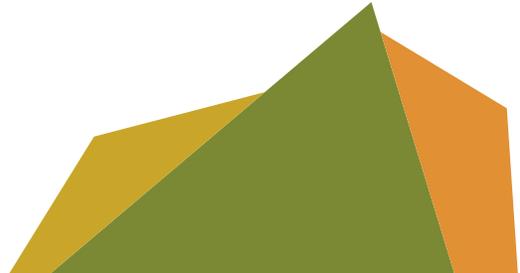




Career and Technology
Education Council
Policy Handbook
2026



The Alberta
Teachers' Association



The purpose of this handbook is to outline the Career and Technology Education Council's (CTEC) goals, activities, organization and policies to assist executive members in fulfilling their responsibilities.

Revised February 2026

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Part A—Constitution of the Career and Technology Education Council of the Alberta Teachers’ Association

I. DEFINITIONS

- 1.1 In this constitution,
- 1.1.1 **active member** means those members identified in the Teaching Profession Act as being compulsory members of the Association;
 - 1.1.2 **associate member** means those individuals who are granted associate membership as per the Teaching Profession Act and Association bylaws;
 - 1.1.3 **Association** means The Alberta Teachers’ Association;
 - 1.1.4 **council** means the Career and Technology Education Council of the Alberta Teachers’ Association;
 - 1.1.5 **executive committee** or **the executive** means the body that governs the council’s operations between annual general meetings;
 - 1.1.6 **executive secretary** means the executive secretary and chief executive officer of the Alberta Teachers’ Association;
 - 1.1.7 **external liaison** means a person approved by the executive secretary (or their designate) to serve in a non-voting advisory or consultative capacity on the council executive;
 - 1.1.8 **general meeting** means either an annual general meeting or a special general meeting of the council’s members
 - 1.1.9 **life member** means those retired members of the Association who are granted life membership according to the Association’s bylaws.
 - 1.1.10 **Provincial Executive Council liaison** or **PEC liaison** means the member of Provincial Executive Council appointed by the Association’s Table Officers Committee to provide ongoing support to the council;
 - 1.1.11 **specialist council lead** means the executive staff officer appointed by the Association’s executive secretary to coordinate the Association’s programs of support for specialist councils;
 - 1.1.12 **staff advisor** means the executive staff officer appointed by the Association’s executive secretary to provide ongoing support to the council;
 - 1.1.13 **student members** means preservice teachers who are members of a student local at a teacher education program recognized by the Association;
 - 1.1.14 **subscribers** means an individual or organization not eligible for membership in the Association or council that registers to receive copies of the council’s publications.
 - 1.1.15 **table officers committee** means the standing committee consisting of the council’s senior elected officers (as opposed to the **Association’s Table Officers Committee** which will always be identified as such);
 - 1.1.16 **year** means the council’s fiscal and operation year which begins on July 1 and ends on June 30 of the following calendar year.

II. NAME

- 2.1 The name of this organization shall be the Career and Technology Education Council of the Alberta Teachers' Association.
- 2.2 Changes to the council's name require the amendment of this constitution.

III. PURPOSE

- 3.1 The council's purpose shall be to support the objects of the Association as set out in Section 4 of the *Teaching Profession Act* and Association bylaws by offering programs and services to increase members' pedagogical and leadership knowledge and abilities, in general, and in the defined specialty area of Career and Technology education, in particular BIT, HRH, MDC, NAT and TMT..
 - 3.1.1 Developing professional development activities, communities of practice, resources and publications that inform and inspire council members and members of the Association;
 - 3.1.2 Presenting workshops/webinars at professional development events organized by the Association, convention associations, locals or other specialist councils.
 - 3.1.3 Contributing to education research literature by:
 - a) publishing academic journals in the council's defined area of specialty;
 - b) hosting research symposia on topics related to the area of specialty; and/or
 - c) completing or commissioning research studies in the area of specialty, if such studies are supported by the Association's associate coordinator, research, and approved by the executive secretary (or their designate).
 - 3.1.4 Advancing Association policy by:
 - a) proposing new policy resolutions or amendments for consideration by the Association's Annual Representative Assembly;
 - b) providing advice to Provincial Executive Council, when asked, about new policy resolutions or amendments proposed by locals;
 - c) sending non-voting observers to the Annual Representative Assembly to speak to resolutions related to the council's area of specialty;
 - d) engaging in external-facing advocacy efforts (eg, writing letters to the minister or letters to the editor, developing position papers, speaking to the media), if such efforts are approved by the Association's Table Officers Committee or the executive secretary (or their designate); and/or
 - e) representing the Association on government committees and working groups as approved by the Association's Table Officers Committee or the executive secretary (or their designate).
 - 3.1.5 Developing relationships with external organizations that share the council's area of specialty by:
 - a) attending meetings and events organized by external organizations;
 - b) becoming members of external organizations, as approved by members at a general meeting of the Council and by the Association's Table Officers Committee or the executive secretary (or their designate); and/or
 - c) representing the council or Association on external bodies, as approved by the Association's Table Officers Committee or the executive secretary (or their designate).

- 3.1.6 Providing information to the Association, when requested, about emerging trends and concerns in the council's area of specialty, with the following caveat:
- a) The focus of specialist councils is professional development. Councils do not have representative or bargaining functions and must refrain from activities that provide venues for members to address issues such as working conditions and employment concerns, unless explicitly asked to do so by the Association's Table Officers Committee or the executive secretary (or their designate).

IV. MEMBERSHIP CATEGORIES, SUBSCRIPTIONS SERVICE AND FEES

- 4.1 Active members of the Association may register for the council using their single no-charge specialist council membership (which renews annually) or they can purchase an annual membership for the fee determined by the council (which expires after one year).
- 4.2 Associate members of the Association may purchase an annual membership in the council for the fee determined by the council (which expires after one year).
- 4.3 Student members of the Association may register for the council at no charge (which renews automatically each year provided the student member maintains their student local membership and renews their Association online account).
- 4.4 Life members of the Association may purchase an annual membership in the council for the fee determined by the council (which expires after one year).
- 4.5 The following individuals will be provided with complimentary membership in the council:
 - 4.5.1 the council's assigned staff advisor and PEC liaison (for the duration of their appointments);
 - 4.5.2 individuals from faculties of education, Alberta Education, or other external organizations who sit on the council's executive committee as post-secondary or external liaison representatives (for the duration of their appointments);
 - 4.5.3 teachers and school leaders from outside of Alberta who are participating in an organized exchange program in the province (for the duration of their exchange); and
 - 4.5.4 individuals who have been awarded honorary membership in the Association or the council (in perpetuity or until revoked by the executive).
- 4.6 Members of the council may attend all council events and will receive copies of all council publications, subject to any terms and conditions specified in the council's policy handbook or the Association's *Handbook for Specialist Councils*.
- 4.7 In certain cases, non-members may attend specific council events, subject to the conditions and fee structure listed in the Association's *Handbook for Specialist Councils*.
- 4.8 **Subscription Service**
 - 4.8.1 Although ineligible for membership in the Association and council, the following individuals and organizations, may register for an annual subscription to receive printed and/or electronic copies of all council publications:
 - a) Libraries, post-secondary institutions and member organizations of the Canadian Teachers' Federation may subscribe at no charge; and
 - b) Non-members and organizations not included in 4.8.1 a) may subscribe for an annual fee determined by the council.
 - 4.8.2 Subscribing to the council's publications does not entitle an individual or organization to attend council events.

V. COUNCIL EXECUTIVE

- 5.1 The council's executive committee shall include:
- 5.1.1 the council's table officers committee:
 - a) the president;
 - b) the past president;
 - c) the secretary;
 - d) the treasurer;
 - e) the vice-president;
 - f) the Provincial Executive Council (PEC) liaison
 - g) the staff advisor;
 - 5.1.2 the conference director(s), communication director, membership/public relations director, and professional development regional directors;
 - 5.1.3 a post-secondary representative from an Alberta faculty of education;
 - 5.1.5 external liaison representatives from:
 - a) two Alberta Education liaisons; one representing Career Technology Studies (CTS) programming and the other representing Career Technology Foundations (CTF) programming;
 - b) such other external organizations as requested by the council and approved by the executive secretary (or their designate).
- 5.2 To hold office in the council, all executive committee members listed in 5.1.1–5.1.3 must be members of the council and must possess the highest level of Association membership possible (either active or associate).
- 5.2.1 Student members cannot hold office, but they may assist committee chairs, coordinators, editors, directors, managers and members-at-large with carrying out their assigned duties provided the student member is closely supervised by the elected/appointed active or associate member.
 - 5.2.2 Should any life member wish to run for office on the council executive, they must either restore their active member status by working as a substitute teacher or register as an associate member (and pay the required annual fees).
- 5.3 All table officer positions, with the exception of the past president, PEC liaison and staff advisor shall be elected at a general meeting to serve two year terms.
- 5.3.1 The president shall be elected at a general meeting held in odd-numbered years for a two year term.
 - 5.3.2 The secretary, treasurer and vice-president shall be elected at a general meeting held in even-numbered years for two year terms.
- 5.4 If the sitting president is re-elected for another two year term, the sitting past president shall be reappointed for a corresponding two year term.
- 5.4.1 Once a new president is elected, the sitting president shall be appointed past president for a two year term.
 - 5.4.2 If the sitting president does not wish to serve as the past president or if the sitting past president does not wish to serve another term, the meeting shall proceed to elect a member to serve as past president for a two year term.

- 5.5 The communication director, membership/public relations director, and professional development regional directors shall be elected annually at a general meeting to serve one year terms.
- 5.6 The conference director(s), shall be appointed by the council's table officers committee for one or two year terms, as determined by the table officers committee at the time of appointment.
- 5.7 Requests for post-secondary representatives and/or external liaison representatives (such as from Alberta Education or other organizations) may be sent by the council's table officers committee to the Association's specialist council lead who will forward the request to the Association's Table Officers Committee for consideration and approval.
- 5.7.1 If approved, Association staff will be responsible for contacting faculties of education, Alberta Education, and external organization(s) to identify representatives on an annual basis.
- 5.7.2 Post-secondary representatives and external liaison representatives serve for a term length determined by their employer, or until the council's table officers committee determine that representation is no longer necessary or is no longer in the best interest of the council and/or the Association.
- 5.8 **Nominations and Elections**
- 5.8.1 The returning officer for all elections will be the council's staff advisor.
- 5.8.2 Nominations for open executive positions will be advertised through the council's website and social media accounts at least thirty days prior to the general meeting.
- 5.8.3 At the general meeting, elections will follow the order of positions listed in 5.1.1 and 5.1.3 and will be conducted according to the process listed in the Association's *Handbook for Specialist Councils*.
- 5.8.4 Following the general meeting, the council's new table officers committee will meet to:
- a) appoint members to any open director positions; and
 - b) resolve any vacancies.
- 5.9 **Term Start and End Dates**
- 5.9.1 The term for any elected position begins immediately following the general meeting at which the individual was elected and ends at the next general meeting when elections for that position are held.
- 5.9.2 The term for any appointed position begins immediately following the table officers meeting at which the individual was appointed and ends one year later.
- 5.10 **Vacancies**
- 5.10.1 Should there be no nominees for one or more elected positions during a general meeting, or if any appointed or elected position becomes vacant before the end of its term, the council's table officers committee shall either:
- a) divide the duties assigned to the vacant position between one or more of the current executive committee members for the duration of the term;
 - b) appoint a member of the council to the vacant position for the duration of the term; or
 - c) appoint an active or associate member of the Association to the position for the duration of the term, provided they are willing to join the council either as a no-charge or paid member.

- 5.10.2 Should one or more post-secondary representative or external liaison representative position(s) become vacant, the council's table officers committee shall refer this to Association staff so a suitable replacement can be identified.

VI. DUTIES

- 6.1 The required duties for all specialist council table officers and executive committee member positions are listed in the Association's *Handbook for Specialist Councils*.
- 6.2 Additional duties may be assigned to any of the council's elected or appointed positions but must be listed in the council's policy handbook.
- 6.3 Additional duties may not be assigned by the council to the staff advisor, PEC liaison, post-secondary representatives, and external liaison representatives.

VII. LEAVES OF ABSENCE

- 7.1 Requests from any executive committee member listed in 5.1.1–5.1.3 for maternity, parental or adoption leave shall be approved by the council's table officers committee for a period of up to one year or until the end of the member's term, whichever occurs first.
- 7.2 Requests from any executive committee member listed in 5.1.1–5.1.3 for a leave of absence for a reason other than those listed in 7.1, may be approved by the council's table officers committee for a period of up to one year or until the end of the member's term, whichever occurs first.
- 7.3 Approval of a member's request for leave is not contingent on any decisions made by the member with respect to leave of absence from their employment.
- 7.4 Any benefit, access or privilege associated with the member's position on the council's executive committee is suspended during the period of leave and shall be reinstated once the member resumes their position.
- 7.5 Any executive position vacated by a member during their leave will be filled by the council's table officers committee in accordance with section 5.9

VIII. REPLACEMENT OF EXECUTIVE OFFICERS

- 8.1 With the exception of the PEC liaison and staff advisor, any executive member listed in 5.1.1–5.1.3 may be removed from their position by the council's table officers committee if they have:
- 8.1.1 been deemed to be delinquent in fulfilling their responsibilities by a two-thirds vote of the council's table officers committee conducted by secret ballot; or
 - 8.1.2 missed two meetings during their current term without reasonable cause and proper notification to the president.
- 8.2 An individual removed from their position under 8.1 shall receive an emailed letter from the table officers committee that outlines the reasons for removal.
- 8.2.1 Within seven days of the receipt of this letter, the removed member may appeal to the council's table officers committee in person or via videoconference to seek reinstatement should extenuating circumstances exist.
 - 8.2.2 If the member is not reinstated, the council's table officers committee will fill the vacant position in accordance with section 5.9.

IX. PROVINCIAL ASSOCIATION INTERVENTION

- 9.1 Beyond the ongoing advice and support provided by the staff advisor and PEC liaison, from time to time, the Association's specialist council lead may provide enhanced guidance and direction to help the council resolve emergent governance or operational issues.
- 9.2 If the council would benefit from more prolonged support, the executive secretary (or their designate) may appoint an individual to serve as an additional advisor or executive director to the council and will communicate the term and duties of this individual to the council's table officers in writing.
- 9.3 If there is reason to believe that the council's governance, operations or reputation have been seriously compromised or that any of the council's table officers committee or executive committee members have engaged in improper, unethical or potentially illegal practices, the Association's Table Officers Committee may authorize corrective actions to resolve this matter.
- 9.4 Such corrective actions include, but are not limited to, any one or combination of the following:
 - 9.4.1 calling a special meeting of the council's table officers or executive committees or a special general meeting;
 - 9.4.2 issuing a letter of concern and/or direction to one or more of the council's table officers committee or executive committee members;
 - 9.4.3 varying or reversing decisions previously made by the council's table officers committee, executive committee or general meeting;
 - 9.4.4 amending the council's policy handbook and constitution;
 - 9.4.5 increasing Association staff support to the council;
 - 9.4.6 initiating an investigation of the council or one or more of its table officers committee or executive committee members;
 - 9.4.7 suspending one or more of the council's table officers committee or executive committee members permanently or for a specific period of time (such as until the conclusion of an investigation or the end of their term);
 - 9.4.8 appointing one or more individuals to assume the responsibilities of any suspended council table officers committee or executive committee members for a specific period of time (such as until the conclusion of an investigation or the end of their term);
 - 9.4.9 limiting the ability of individual council table officers or executive committee members to run for or hold office on the council and/or other specialist councils in the future;
 - 9.4.10 removing all council table officers committee and executive committee members from their positions and appointing an official trustee with broad discretionary powers to conduct the affairs of the council for a specific period of time or until specific issues have been addressed and an election can be held; or
 - 9.4.11 taking any other action deemed necessary.
- 9.5 In the event that the intervention or corrective action ordered by the Association's Table Officers Committee results in the suspension of a council table officer or executive committee member, the suspended individual(s) may appeal to Provincial Executive Council for reconsideration.

X. POLICY HANDBOOK

- 10.1 The council must maintain a handbook that outlines its policies and procedures none of which may be contrary to or in conflict with the principle or intent of language in this constitution, the Association's *Handbook for Specialist Councils* or any Association guidelines or directives.
- 10.2 **Amendments to the Policy Handbook**
- 10.2.1 All policies and procedures in the council's handbook may be amended by a majority vote of the council executive committee at any regularly scheduled meeting or at a meeting called specifically for this purpose.
- 10.2.2 From time to time, Association staff may amend the council's policy handbook:
- a) to correct any portion that is contrary to or in conflict with the principles and documents specified in 10.1; or
 - b) if the handbook is determined to be significantly out-of-date or lacking in specificity.
- 10.3 The Association retains the official copy of the council's policy handbook.

XI. COMMITTEES

- 11.1 The primary role of the table officers committee is to ensure the business-like governance and operations of the council. As such the table officers committee shall meet to:
- 11.1.1 exercise general supervision of the council's operations;
 - 11.1.2 declare a table officer or executive position vacant, as necessary;
 - 11.1.3 make appointments, approve leaves and fill vacancies, as necessary;
 - 11.1.4 create or dissolve regional councils and special-interest/subject area groups of the council, as necessary;
 - 11.1.5 develop the council's proposed budget for presentation to the executive committee;
 - 11.1.6 make recommendations to the executive committee concerning the council's programs and services to members, operations, constitution and policy handbook;
 - 11.1.7 plan executive committee meetings and strategic planning events;
 - 11.1.8 discuss emergent and important matters and refer these to Association staff for resolution, as necessary;
 - 11.1.9 when time is of the essence, assume the functions of the executive committee; and
 - 11.1.10 carry out such other duties as specified in the council's policy handbook.
- 11.2 The primary role of the executive committee is to plan, implement and deliver the council's programs and services for members. As such the executive committee shall meet to:
- 11.2.1 conduct and analyze short surveys of council members to determine their professional development needs, and, in response, develop professional development activities, communities of practice, resources and publications that meet these needs;
 - 11.2.2 develop and implement an annual calendar of in-person and/or online professional development opportunities for council members;
 - 11.2.3 develop and implement an annual communications plan to promote the council's programs and services to council members and to Association members;
 - 11.2.4 provide on-site/online leadership and support at all council events;

- 11.2.5 provide advice to the council's table officers committee by:
- a) sharing reports from the field related to the council's area of specialty;
 - b) reviewing and approving in principle the council's proposed budget for presentation to the annual general meeting;
 - c) reviewing and approving in principle amendments to the council's constitution for presentation to the annual general meeting; and
 - d) reviewing and approving amendments to the council's policy handbook; and

11.2.6 carry out such other duties as specified in the council's policy handbook.

11.3 The council's table officers committee and executive committee can strike such other standing and ad hoc committees as required to assist or to inform the council's governance and operations.

XII. FINANCIAL OPERATIONS AND REPORTING

12.1 The Budget

12.1.1 The council's financial operations are guided by a budget which must be approved by a majority of the members present at an annual general meeting.

12.1.2 If, at any time, the council's table officers committee determines that the council is operating without an approved budget, a special general meeting shall be called to resolve this as soon as possible.

12.1.3 The budget must:

- a) support the council's purpose (as specified under section III);
- b) fund programs and services that provide value to council members and demonstrate a clear return on investment to the Association's broader membership;
- c) meet the council's current and projected operational needs; and
- d) ensure the council's accumulated surplus is maintained within limits set by the Association.

12.2 The council's membership and subscription fee rates should be reviewed and approved as part of the annual budget.

12.3 The council's signing officers shall be the president, the treasurer, the staff advisor, the Association's chief financial officer and such other table officers committee members as approved by the council at a general meeting or executive committee meeting.

12.4 The council shall collect and disburse monies according to the financial policies in the council's policy handbook, which may not be contrary to or in conflict with the principle or intent of language in this constitution, the Association's *Handbook for Specialist Councils* or any Association guidelines or directives.

12.5 Contracts

12.5.1 The council shall negotiate contracts to minimize financial liability.

12.5.2 All venue and keynote speaking contracts as well as any contracts over \$5000 must be reviewed by Association staff and signed by the council's staff advisor.

12.5.3 Contracts for support staff must be signed by the executive secretary or other Association signing officer (as explained in 13.2.2).

12.6 Reporting

- 12.6.1 The council shall submit an annual report to the Association on or before August 31 each year which shall include:
- a) audited financial statements prepared by Association finance staff or by an accountant approved by the Association's chief financial officer (or their designate);
 - b) a summary of the council's programs and services to members for the year; and
 - c) all other documents and information specified in the Association's *Handbook for Specialist Councils* and those requested from time to time by the Association's specialist council lead.
- 12.6.2 If the council is unable to meet the annual report deadline and if, in the opinion of the executive secretary (or their designate), external assistance is required, such assistance will be arranged by Association staff and charged to the council.

XIII. SUPPORT STAFF

- 13.1 From time to time, the council may contract support staff to assist with the planning, operation, or administration of its programs and services provided that:
- 13.1.1 an elected member of the executive is assigned to direct and oversee the individual's work; and
 - 13.1.2 the individual's assigned duties are specified in a service agreement approved by the council's table officers committee and signed by the executive secretary (or their designate).
- 13.2 Notwithstanding any other provision in this constitution or in related policies or frames of reference
- 13.2.1 the council shall not enter into or renew any contract of employment, collective agreement or contract for the provision of personal services without submitting the proposed terms of the contract or agreement to the Association's executive secretary (or their designate) for review and approval prior to its execution;
 - 13.2.2 the executive secretary or other Association signing officer shall be a required signatory to any contract of employment or contract for the provision of personal services entered into by the council; and
 - 13.2.3 the most recent, fully executed copy of any contract for the provision of personal services and any related collective agreement shall be filed with the Association and shall be deemed to be the authoritative copy of the contract or collective agreement.

XIV. MEETINGS AND VOTING

- 14.1 The proceedings of all council meetings shall be conducted in accordance with the official rules of order and procedures as published in the *Members' Handbook of the Alberta Teachers' Association*, unless otherwise specified in the Association's *Handbook for Specialist Councils*.
- 14.2 The council is strongly encouraged to schedule all table officers committee, executive committee meetings, general meetings, and professional development events at the first meeting of the school year.
- 14.2.1 When scheduling meetings, the council must consult with their assigned staff advisor and PEC liaison to determine their availability and to avoid the dates of major Association events.

14.2.2 The council's assigned staff advisor and PEC liaison must be invited to all council meetings and events.

14.3 **Annual General Meetings**

14.3.1 An annual general meeting of the membership of the council must be held at least once each fiscal year.

14.3.2 Notice of the annual general meeting and the proposed agenda shall be provided to council members at least thirty days in advance.

14.3.3 The agenda for the annual general meeting must include all matters identified in the Association's *Handbook for Specialist Councils*.

14.3.4 All reports, documents, and other meeting materials must be shared with members electronically seven days prior to the meeting, except for proposed amendments to the council's constitution which must be provided to members thirty days prior to the meeting.

14.4 **Special General Meetings**

14.4.1 Special general meetings may be called to address emergent matters and shall have the same authority as an annual general meeting.

14.4.2 Notice of a special general meeting shall be provided to council members electronically with at least thirty days notice and shall include a statement as to the emergent nature of the meeting.

14.4.3 All reports, documents, and other meeting materials must be shared with members electronically seven days prior to the meeting.

14.5 **Committee Meetings**

14.5.1 Meetings of the council's table officers, executive, and any other committees will be called by the president or chair with at least seven days notice, unless the meeting is being called to discuss an emergent matter.

14.6 **Quorum**

14.6.1 Quorum for annual and special general meetings shall be the active and associate members in attendance.

14.6.2 Quorum for all committee meetings (including table officers committee and executive committee meetings) shall be a majority of the voting members of the committee.

14.6.3 Notwithstanding the above, the council's assigned staff advisor (or another designated Association staff officer) or the PEC liaison must be present at any council meeting for quorum to be met.

14.7 **Voting**

14.7.1 All executive members listed in 5.1.1–5.1.3 shall be entitled to vote at all council meetings.

14.7.2 Active and associate members of the Association may vote at general meetings.

14.7.3 The following individuals are not entitled to vote at council meetings:

- a) student members of the Association;
- b) life members of the Association;
- c) liaison representatives;
- d) individuals contracted by the council as support staff; and
- e) any guests in attendance.

- 14.7.4 The post-secondary representative may only vote at council meetings if they are an associate member of the Association.

XV. MEMBERSHIP IN EXTERNAL ORGANIZATIONS

- 15.1 The council may become a member in external organizations in the council's area of specialty provided that:
- 15.1.1 a majority of members present at a general meeting vote in favour of seeking membership;
 - 15.1.2 the request for membership is approved by the Association's Table Officers Committee; and
 - 15.1.3 all membership costs, cash and in-kind donations to external organizations are detailed in the council's budget and reported to Association finance staff.
- 15.2 The council's membership in an external organization can be terminated by:
- 15.2.1 a majority vote of members present at a general meeting; or
 - 15.2.2 by the Association's Table Officers Committee if, at any time, they determine that doing so is in the best interest of the council, its members or the Association.
- 15.3 The list of external organizations in which the council is a member must be:
- 15.3.1 reaffirmed or amended annually at a general meeting; and
 - 15.3.2 itemized in the council's annual report.
- 15.4 **Representation**
- 15.4.1 From time to time, the council's table officers committee may be invited to recommend individuals to represent the council or Association on external bodies.
 - a) The Association's Table Officers Committee may appoint individuals other than those recommended by the council to represent the council and the Association on external bodies.
 - b) The term length for any such representation shall end on June 30 each year, after which the Association's Table Officers Committee will renew or replace the representatives.
 - c) When it is determined to be in the best interest of the Association and its members, the Association's Table Officers Committee may opt to end the representation entirely.

XVI. HUMAN RIGHTS STATEMENT

- 16.1 The following Human Rights' statement is required to be read aloud, distributed electronically and/or provided in print at the outset of all council meetings, events and activities:

As an organization that promotes and is committed to respecting human rights and ensuring a safe, secure and healthy environment for all, the Alberta Teachers' Association (ATA) works to ensure that all present at or participating in ATA programs and events are protected from violence and harassment. All ATA members are therefore expected to promote and defend the fundamental human rights of everyone engaged in ATA programs, activities or other ATA work. ATA members are expected to treat one another with fairness, respect and dignity and to uphold the highest standards of professionalism, accountability, competence and integrity as representatives of the provincial Association as well as their respective locals and subgroups. Furthermore, ATA members are obliged to act to prevent violence and harassment wherever possible and report to the appropriate person in authority any suspected breaches of this statement that come to their attention.

- 16.2 An appropriate person at each meeting, event and activity (typically, the council's staff advisor or PEC liaison) will be identified as an authority to receive complaints.
- 16.3 The council's president, staff advisor, PEC liaison, and other persons designated by the president, are authorized to warn, reprimand and/or remove from a meeting, event, activity or representative role any participant whom they reasonably believe to be in breach of the statement.
- 16.4 Any further investigation or measures necessary will be undertaken in accordance with other existing policies, procedures and processes.

XVII. GOVERNANCE EMERGENCIES

- 17.1 In the event that Provincial Executive Council declares a governance emergency to be in effect, directives issued by Provincial Executive Council under that declaration shall supersede any other provision in this constitution or any related policy or regulation and shall be binding as if the directives formed part of this constitution or any related policy or regulation.

XVIII. THE CONSTITUTION

- 18.1 The Association maintains the official version of the council's constitution and will amend it only after all requirements listed below have been met.
- 18.2 This constitution may be amended provided:
 - 18.2.1 a notice of motion and the text of the proposed amendments have been sent to members thirty days prior to the general meeting at which the amendments will be presented;
 - 18.2.2 the motion to amend the constitution is approved by two-thirds of the voting members present at the general meeting; and
 - 18.2.3 the amendments are ratified by the Association's Table Officers Committee.
- 18.3 Changes to the constitution take effect once the amendments have been approved by the Association's Table Officers Committee.

Amended 2000 04 13
Amended 2003 04 26 AGM
Ratified 2003 05 26; ATA Table Officers
Amended 2005 04 07; Provincial Executive Council (legislated membership change)
Amended by Provincial Executive Council 2006 06 15–16 (membership categories)
Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)
Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)
Amended by Annual General Meeting 2011 04 16
Approved by Provincial Executive Council 2011 06 16–17
Amended by Provincial Executive Council 2011 06 16–17
Amended by ATA Table Officers, 2014 09 09
Amended by ATA Table Officers, 2015 05 25 (student membership fee change)
Amended by Annual General Meeting 2015 11 14
Approved by ATA Table Officers, 2016 01 08
Amended by Provincial Executive Council 2017 04 07 (maternity, parental and adoption leave)
Amended by Annual General Meeting 2017 11 25
Approved by ATA Table Officers, 2018 01 10
Amended by Provincial Executive Council 2020 04 29 (emergency governance)
Amended by Provincial Executive Council 2021 09 16 (contract signatory change)
Amended by Provincial Executive Council 2024 11 28–29 (new standard constitution)

Part B–Mission and Goals

Mission Statement

We champion the diverse strengths of career and technology foundations (CTF) and career and technology studies (CTS) educators. We are dedicated to empowering and supporting our members by offering dynamic professional development, cultivating innovative teaching strategies and fostering leadership within these fields.

Goals

1. To provide CTF/CTS educators with knowledge and skills to enhance professional practice.

Possible Action Strategies

- a. Identify and facilitate strand-specific sessions at conferences
- b. Organize and deliver the annual conference
- c. Provide locally delivered professional development (PD) activities/workshops
- d. Continue to explore opportunities with postsecondary institutions to provide ongoing flexible CTF/CTS programs for student teachers and leaders
- e. Facilitate PD sessions, workshops and conferences
- f. Develop workshops for teachers' conventions and PD days to address specific identified needs

2. To promote and advocate CTF/CTS education by collaborating with educational institutions and external partners.

Possible Action Strategies

- a. Establish liaisons with postsecondary institutions to set the direction for future teacher preparation programs
- b. Through the Alberta Teachers' Association (ATA), lobby the government to increase funding and awareness of diversity in CTS classes and to change the funding structure (credit enrollment units [CEUs])
- c. Promote liaisons with business and community partners
- d. Encourage members to promote CTF/CTS as an essential program at school and school board levels and address issues of management and program equity
- e. Establish liaisons with other specialist councils and *like* associations
- f. Promote the CTF/CTS program to students, parents and community as essential and relevant material
- g. Become a strong voice for CTF/CTS teachers
- h. Promote active participation in the Career and Technology Education Council (CTEC)
- i. Encourage CTF/CTS members to become involved in the ATA and its various committees and subgroups

3. To represent the interests of CTF/CTS teachers on curriculum-related issues.

Possible Action Strategies

- a. Ensure that programs and workshops exist for each of the strands at the conference and that a variety of strands are offered during regional PD opportunities
- b. Promote workshops that are accessible to all members and assist members in organizing workshops and presentations
- c. Ensure that CTF/CTS members receive timely information about curriculum issues
- d. Promote liaison with Alberta Education

4. To develop a strong communications plan.

Possible Action Strategies

- a. Increase the visibility of the council
- b. Provide effective social media and website communications
- c. Reach out to teachers who are teaching CTF/CTS curricula
- d. Send targeted, strand-specific information to teachers teaching specific strands
- e. Encourage posting to CTEC social media platforms

5. To build and maintain membership in the CTEC.

Possible Action Strategies

- a. Offer recognition for efforts and leadership (at the local and provincial levels) through letters to superintendents, principals, etc and the website
- b. Plan and promote timely, high-quality conferences and workshops
- c. Plan for recruitment of new members
- d. Produce CTEC promotional items such as pins, t-shirts, note boards, etc
- e. Determine who is teaching each strand

Part C–Policy Regulations

1. Membership Fees

Notwithstanding memberships obtained through the ATA’s no-cost annual specialist council memberships program, membership fees shall be sent directly to the Alberta Teachers’ Association (payable to the Alberta Teachers’ Association) at Barnett House in Edmonton or to an officer of the council. Any change in fees decided at the annual general meeting (AGM) will be effective the following July 1; membership shall be notified of such fee changes before the effective date.

- 1.1 Membership fee for regular member (active and associate member) shall be \$35.
- 1.2 Membership fee for student member shall be \$0.
- 1.3 Membership fee for subscription service (nonteachers) shall be \$40.
- 1.4 Membership fee for life (retired teachers) member shall be \$20.
- 1.5 Fees shall cover membership from one year following the date of processing of application.

2. Executive Officers

- 2.1 Pursuant to section 6 of the CTEC Constitution, table officers include: president, past president, vice-president, secretary, treasurer, ATA staff advisor and PEC liaison. The duties of the table officers are outlined in part D of the *Career and Technology Education Council Policy Handbook*.
- 2.2 Pursuant to section 6 of the CTEC Constitution, executive shall include: table officers, conference directors, communications director, membership/public relations director and eight PD regional directors (Calgary and area (2), Central, Edmonton and area (2), Northeast, Northwest, South)
Nonvoting members of the executive are a university liaison and two Alberta Education liaisons; one representing CTS programming and the other representing CTF programming. The duties of the table officers are outlined in Part D of the *Career and Technology Education Council Policy Handbook*.
- 2.3 Table officers of the council shall be members of both the CTEC and the ATA.
- 2.4 When a duly elected officer of the council is unable to assume or carry out the responsibilities of office, the table officers shall appoint another member to the office who shall serve until the next regular election.
- 2.5 All newly elected or appointed officers elected according to the election procedures established by the nominating committee shall assume their duties at the first executive meeting following the AGM.
- 2.6 Postsecondary and Alberta Education liaisons need not be regular or associate members of the ATA.
- 2.7 The postsecondary liaison is appointed annually on a rotating basis between the University of Lethbridge and the University of Alberta.

3. Standing Committees

- 3.1 The following standing committees may be authorized:
 - 3.1.1 Conference committee
 - 3.1.2 Professional development committee
 - 3.1.3 Awards committee

4. Membership Year and Fiscal Year

- 4.1 The fiscal year shall be from July 1 to June 30.
- 4.2 The annual reports of the president, treasurer, conference director, vice-president[s], PD regional directors and committee heads of the council will be published in the annual report and presented at the annual meeting.
- 4.3 With the exception of no-cost annual specialist council memberships, the membership year shall be on a 12-month basis upon receipt of membership dues.

5. Election of Officers

- 5.1 Only members of the CTEC are eligible to vote and hold office.
- 5.2 The nominating committee shall consist of the past president or designate who shall serve as chair and two other regular members of the executive appointed by the table officers.
- 5.3 A call for nominations is to be posted on the CTEC website 30 days before the scheduled AGM.
- 5.4 A member may seek election for at most one table officer's position at any one time.
- 5.5 A slate of officers (with biographies) will be prepared and presented at the annual general assembly.
- 5.6 Where an election for a particular office is necessary, electronic ballots will be prepared by the nominating committee and distributed at the AGM.
- 5.7 For any executive officers at the AGM, the chair will invite members to submit their names to the executive for such positions.
- 5.8 The executive committee may appoint members to vacant executive positions at its next meeting immediately following the AGM.

6. Conduct of Council Business

- 6.1 The business meeting of this council will be conducted in accordance with *Robert's Rules of Order Newly Revised*. The ATA staff advisor and PEC liaison shall rule on all questions of order which may arise.
- 6.2 A quorum for an executive committee meeting or a table officers' meeting shall be two-thirds of the executive members.
- 6.3 Understanding that the term of office starts on January 1, at the joint meeting following the AGM, and shall be limited to discussions for transition purposes, but no business shall be conducted at this meeting. Access to electronic documents and files shall be facilitated at this meeting and finalized by January 1.

7. Conference Fees

- 7.1 The fee structure for each conference (including regional PD events) sponsored by the CTEC shall be established by the conference organizers and ratified by the table officers.
- 7.2 The conference fee shall be waived for members of the conference committee and the CTEC executive.

8. Council Expenses

- 8.1 Unless otherwise noted, expenses are to be paid according to the provincial ATA scale.
- 8.2 All expense claims must be preapproved by the table officers committee, submitted on an appropriate claim form and accompanied by receipts.
- 8.3 Return kilometrage or return fare on public transportation (booked 14 days in advance), whichever is the lesser, will be funded for travel to meetings. Receipted parking will be reimbursed.
- 8.4 Costs for overnight accommodations, if required, will be reimbursed up to a limit of \$180 (excluding taxes). Cost for noncommercial accommodation, if required, is limited to \$50 per meeting. Costs exceeding \$180 must be approved by the president and treasurer.
- 8.5 Costs for subsistence will be a maximum of \$25 for breakfast, \$40 for lunch and \$60 for dinner (including GST and gratuity). Receipts are necessary to claim for meals, and claims must be documented on the claim form. Receipted expenses exceeding the maximum amounts must be approved by the president and treasurer and shall in any case not surpass the daily sum of all meals combined being \$125. Subsistence for meals will not be provided if a meal is served at the meeting or event.
- 8.6 Substitute teacher costs will be covered for one-half day for executive officers traveling 300–500 kilometres one way to attend CTEC meetings and a full day if traveling more than 500 kilometres.
- 8.7 A request for PD funding will be approved by CTEC table officers committee upon submission of a PD proposal. No funds will be released unless prior approval has been granted.
- 8.8 All submissions for reimbursement must be made to the treasurer within 60 days and prior to June 30 of the current operating year or payment will not be forthcoming.
- 8.9 The president shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national or international CTEC-related conference to a maximum of \$2,000. PD funding access for council presidents can be used within the term of office or up to one year upon completion of term of office.
- 8.10 The vice-president shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national or international CTEC-related conference to a maximum of \$2,000. PD funding access for council vice-president can be used within the term of office or up to one year upon completion of term of office.
- 8.11 The treasurer shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national or international CTEC-related conference to a maximum of \$2,000. PD funding access for council treasurer can be used within the term of office or up to one year upon completion of term of office.
- 8.12 The conference director shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national or international CTS-related conference to a maximum of \$1,500. PD funding access for conference director can be used within the term of office. If the conference directorship is shared, the amounts are divided among the codirectors.

- 8.13 The conference director will receive complimentary registration for the conference in the year following their conference responsibility.
- 8.14 A CTEC council member may appeal an expense claim to a subcommittee consisting of the council president and ATA staff advisor.
- 8.15 Authority over council expenses rests with the president and treasurer and shall be, in any event, congruent with the council's budget as approved yearly at the AGM.
- 8.16 Authority over conference expenses rests with the conference director and treasurer, and shall be, in any event, congruent with the council's budget as approved yearly at the AGM.

9. Recognition of Executive Members

- 9.1 Recognition shall be provided to all voting executive members on the council for a period of two calendar years or more. Recognition shall consist of the possibility to attend the next council conference with complementary registration (conference registration fee only, exclusive of accommodation costs).
- 9.2 Upon request, recognition shall consist of an appropriate certificate (see Appendix A).
- 9.3 A member retiring from the council may receive special recognition, consisting of a gift valued up to \$20 per year served.

10. Awards

No current executive member is eligible for an award.

10.1 Teacher Excellence Award—Service to a CTF/CTS Discipline

The Teacher Excellence Award is presented to a member who has provided exemplary services to the CTF/CTS discipline.

The recipient receives a plaque and one CTEC conference registration (conference registration fee only, exclusive of accommodation costs). The council may award up to one per school year. The award(s) shall be presented at the council's next provincial conference.

Criteria for the award are:

- a. years of teaching experience,
- b. nature of involvement in the CTS subject area(s),
- c. professional activities,
- d. involvement in curriculum development and/or inservice,
- e. creative input into the instruction of CTS and
- f. the recipient not being a current member of the provincial CTEC executive.

The application form is available on the CTEC website.

10.2 New Teacher Excellence Award

The New Teacher Excellence Award is presented to a member who is in their first five years of teaching.

The recipient receives a plaque and one CTEC conference registration (conference registration fee only, exclusive of accommodation costs). The council may award up to one per school year. The award(s) shall be presented at the council's next provincial conference.

Criteria for the award are:

- a. nature of involvement in the CTS subject area(s),
- b. professional activities,
- c. involvement in curriculum development and/or inservice,
- d. creative input into the instruction of CTS and
- e. the recipient not being a current member of the provincial CTEC executive.

The application form is available on CTEC website.

10.3 **Distinguished Service Award—For a Retired or Retiring Teacher**

The Distinguished Service Award is presented to a retired or retiring member of the council in recognition of their long-term service to the profession and council.

The recipient receives a plaque and one CTEC conference registration (conference registration fee only, exclusive of accommodation costs). The council may award up to one per school year. The award(s) shall be presented at the council's next provincial conference.

Criteria for the award are:

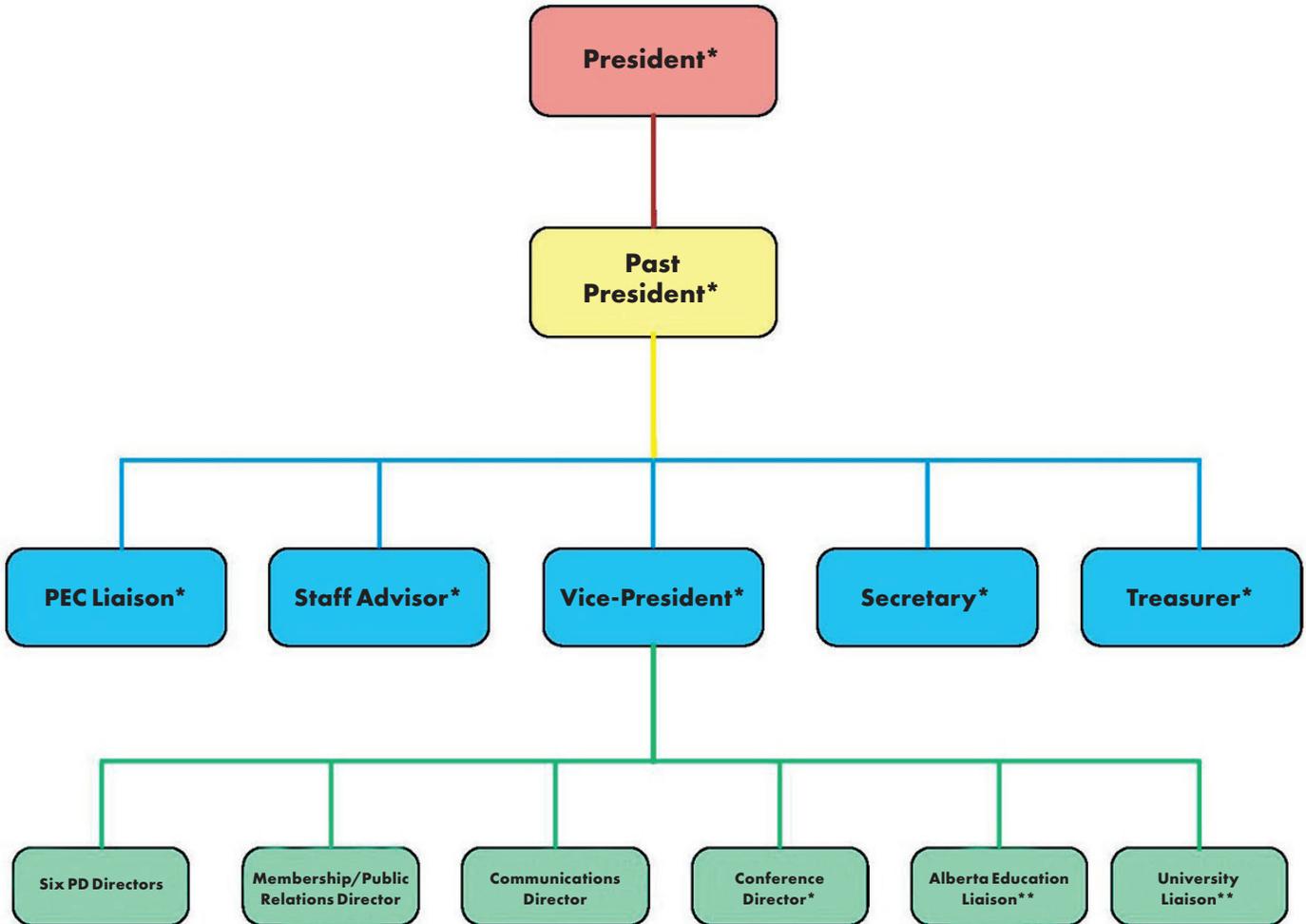
- a. nomination by a member of the council,
- b. being a retired or retiring member, and
- c. making significant contributions to the council and profession.

See Appendix B for the application form, which includes the selection criteria.

10.4 **Nominations**

Nominations shall be accepted by electronic means. The form shall be available on the council's website. The awards committee shall recommend recipients to council executive. The ultimate decision concerning the recipient of the award(s) remains with the council executive. Nominations for awards shall be considered up to 60 days before the upcoming provincial conference. Any award(s) that receive nominations and a recommendation shall be presented at the council's next provincial conference.

EXECUTIVE STRUCTURE OF THE CAREER AND TECHNOLOGY EDUCATION COUNCIL



*Denotes table officers

**Denotes nonvoting members

Part D–Duties and Responsibilities of Executive Officers

1. President

- 1.1 Be responsible for the organization and conduct of council affairs during the term of office.
- 1.2 Chair executive and table officer meetings or assign this duty.
- 1.3 Chair the annual general meeting.
- 1.4 Submit an annual report of program and activities and a copy of the council’s current constitution to the ATA by August 31.
- 1.5 Serve as *ex officio* member of all council committees.
- 1.6 Arrange the date and locations of executive and table officer meetings (including regular executive meetings and table officer meetings). Ensure block booking of accommodation. Notify all executive members of meetings.
- 1.7 Prepare and send agendas for table officer and executive meetings seven days in advance.
- 1.8 Be responsible for review of the constitution and submit any changes to be made at the AGM to PEC.
- 1.9 May attend the ATA Summer Conference session for specialist council presidents.
- 1.10 Review duties and responsibilities of executive positions with executive members, ensuring adherence to policy with regard to vacancies.
- 1.11 Appoint committees or representatives on behalf of the council.
- 1.12 Ensure proper functioning of all council committees.
- 1.13 Act as one of the signing authorities for disbursements.
- 1.14 Within council guidelines, attend a national, provincial or international conference of choice.
- 1.15 Present certificates of appreciation to executive members at their request and letters of appreciation to superintendent and principal upon completion of terms.
- 1.16 Maintain liaison with Barnett House and the staff officer assigned to the council.
- 1.17 Maintain liaison with PEC through PEC’s representative assigned to the council.
- 1.18 Maintain liaison with university students through university representatives.
- 1.19 Write president’s messages for publication as required.
- 1.20 Plan conference locations for the next two conferences in collaboration with the council executive.
- 1.21 Confirm booking of the conference facility at least two years in advance, in collaboration with the outgoing conference director.
- 1.22 Collaborate, as required, with other specialist councils if joint conferences are planned.
- 1.23 Keep an accurate record of incoming and outgoing correspondence.
- 1.24 Maintain president files, archiving as necessary.
- 1.25 Ensure that the policy handbook is up to date.
- 1.26 Prepare confirmation letters for award recipients, detailing free conference registration requirements.

2. Past President

- 2.1 Act as an advisor to the president and executive committee in general.
- 2.2 Preside at meetings in absence of the president.
- 2.3 Arrange a slate of officers for the upcoming term and compile biographies and ballots for the AGM.
- 2.4 Chair the awards committee, coordinating the process.
 - 2.4.1 Notify award recipients and their nominators, informing them of the specific benefits of the award and making arrangements for presentation of awards.
 - 2.4.2 Notify membership director of any change in the membership status of award winners.
- 2.5 Arrange for a token of appreciation for the outgoing president at the AGM.
- 2.6 Maintain past president files, archiving as necessary.

3. Vice-President

- 3.1 Act for the president or upon request of the president.
- 3.2 Act as PD chair as a resource for PD directors.
- 3.3 Assist the president as required.
- 3.4 Act as team leader in specialization areas with regional directors—professional development to prepare committee programs and services for members.
- 3.5 May hold membership in linking associations. Maintain liaison with these associations.
- 3.6 Act as the main council liaison to members for appropriate specializations.
- 3.7 Work with the president and PD directors to identify key specialization contacts.
- 3.8 Maintain timely resource links and curriculum information on the council website.
- 3.9 Submit an annual report 30 days in advance of the AGM.
- 3.10 Submit names to conference director for the conference committee.
- 3.11 Act as alternate signing authority to the president dependent on geographic location and considerations.

4. Conference Director(s)

- 4.1 Chair committee to plan and coordinate the provincial conference in consultation with the council.
- 4.2 Establish a conference committee with representation from multiple specialty areas to allow for input from several strands in CTF/CTS for speakers, sessions, workshops, etc, for the conference.
- 4.3 One conference director may attend ATA Summer Conference sessions for specialist council conference directors.
- 4.4 Submit written conference reports at each executive meeting and an annual report 30 days in advance of the AGM.
- 4.5 Submit regular articles and/or conference updates to the website.
- 4.6 Submit written final conference report, including financial statement, to the executive 60 days after the completion of the provincial conference.
- 4.7 Maintain the conference director's files, archiving as necessary.

5. Secretary

- 5.1 Be responsible for routine correspondence.
- 5.2 Keep accurate minutes of each executive, table officer and special meetings.
- 5.3 Before meetings, collect and distribute reports to the executive.
- 5.4 Prepare action list and distribute to the executive before the end of the meeting or within two weeks of the meeting.
- 5.5 Send out a copy of the minutes within two weeks of the meeting to each executive member.
- 5.6 Compile and distribute a list of the names and addresses of the members of the council executive.
- 5.7 Prepare and send to Barnett House statements or reports as needed.
- 5.8 Maintain secretary's files.
- 5.9 Maintain the archives for the specialist council according to ATA guidelines.
- 5.10 Collect annual reports from officers and create an Annual Report document for distribution at the AGM. This will include an agenda, minutes of last AGM, officer reports and nomination on the slate of officers.

6. Treasurer

- 6.1 Keep accurate records of the financial affairs of the specialist council in accordance with ATA policy.
- 6.2 Maintain an appropriate accounting system by
 - a. operating a cheque authorization system with each expenditure supported by a source document,
 - b. making books available for inspection by members of the executive at any time and
 - c. maintaining and preserving vouchers and books of accounts which are subject to audit at any time.
- 6.3 Maintain an interest-bearing account as well as a chequing account for frequent use in order to properly receive and disburse council funds.
- 6.4 Make necessary disbursements of funds, as authorized, with each cheque requiring two of three signatures.
- 6.5 Reconcile the bank account on receipt of the bank statement.
- 6.6 Prepare and submit a written financial report of receipts, expenditures, budgeted amounts and balance on hand to executive members present at scheduled executive meetings. The report should include a register of cheques processed since the last executive meeting.
- 6.7 Present the audited statement to the executive as soon as available.
- 6.8 Prepare a proposed annual budget for ratification at the AGM.
- 6.9 Present the previous year's audited financial statement and a current interim financial statement at the AGM.
- 6.10 Arrange for the review of accounts service by the ATA.
- 6.11 Complete GST and other tax forms.
- 6.12 Attend ATA training session for specialist council treasurers.
- 6.13 Maintain treasurer's files, archiving as necessary.

- 6.14 Transfer all records of the office to the new treasurer as soon as possible following the audit.
- 6.15 Be responsible for purchasing and sending cards, gifts, etc, as deemed appropriate, and manage subscription services as required.
- 6.16 Maintain credit card provider account.

7. Regional Directors—Professional Development (6–8)

- 7.1 Be responsible for planning and facilitating PD activities in the region.
- 7.2 Promote awareness of available learning resources for the council (eg, sponsor a session to disseminate information, teachers’ conventions, using the internet, learning resources and PD opportunities).
- 7.3 Coordinate at least one PD event in the region per year.
 - 7.3.1 Regional PD representative will prepare a budget, in consultation with the vice-president, for the event. This budget shall be approved by table officers. Work with the treasurer to arrange for payment of expenses for the event.
 - 7.3.2 After the event, the regional PD representative will work with the treasurer to prepare a financial statement for the event, including an outline of expenses, revenue and appropriate documentation.
- 7.4 Submit appropriate materials for publication to the communications director.
- 7.5 Submit a written report for the AGM.
- 7.6 Submit the names of volunteers for conference committee to the incoming conference director.
- 7.7 Hold only one position on the council.

8. Communications Director

- 8.1 Maintain the council’s website.
- 8.2 Coordinate and post online news items, write-ups and photos of award winners, curriculum updates, resource materials, dates and information about upcoming events and any other relevant information.
- 8.3 Maintain contact with specialization representatives (vice-president and regional PD directors) to facilitate electronic submissions for the website.
- 8.4 Attend ATA training sessions for specialist council editors.
- 8.5 Keep archived website posting file up to date for the successor.
- 8.6 Modify and maintain the council website as required in consultation with the ATA. Ensure proper functioning of all aspects of the website, including ongoing viability of web creations and data.
- 8.7 Adhere to the council’s mission statement and goals when modifying or publishing content to the council website.
- 8.8 Maintain contact with specialization representatives for posting of workshops to the council website.
- 8.9 Work with the conference committee to post conference information in a timely manner. Work with regional PD directors to post PD opportunities to the website.
- 8.10 Modify and maintain, as required, the conference registration system.
- 8.11 Train appropriate conference committee members for web postings.

9. Membership/Public Relations Director

- 9.1 Maintain the council's social media platforms and presence.
- 9.2 Promote membership to teachers in a timely manner, including on social media.
- 9.3 Coordinate promotional activities to raise members' awareness of council activities.
- 9.4 Supervise the creation of promotional items, ensuring alignment with council and ATA branding and logo requirements.
- 9.5 Coordinate recruitment on social media in all membership categories.
- 9.6 Assist staff at Barnett House to maintain accurate membership lists.
- 9.7 Advise ATA of award recipients with free memberships and arrange billing to grant account.
- 9.8 Provide membership list to the secretary and president upon request.
- 9.9 Keep a separate list of life members who have terminated subscription services.
- 9.10 Maintain a list of all award and scholarship recipients.
- 9.11 Maintain membership database with the ATA.

10. Alberta Education Liaison

- 10.1 Act as liaison between the department and the council.

11. Postsecondary Liaison

- 11.1 Act as liaison between the postsecondary institutions of Alberta and the council.
- 11.2 Maintain liaison with postsecondary student associations at Alberta faculties of education.
- 11.3 Promote membership to postsecondary students.

12. Provincial Executive Council Liaison

- 12.1 Act as liaison between PEC and the council.
- 12.2 Be knowledgeable about the objectives, operation and program of the specialist council.
- 12.3 Publicize council activities to prospective members and enhance the council's status among Alberta educators.
- 12.4 When necessary, present and support the specialist council's concerns and requests to PEC.

13. ATA Staff Advisor

- 13.1 Liaise between the council and Barnett House in matters involving the update of executive lists, preparation of membership lists and financial arrangements; vet publications with respect to ATA policy and facilitate copyright clearances.
- 13.2 Assist with completion of the annual report and financial audits including conference activities.
- 13.3 Advise on policy matters related to
 - 13.3.1 council operation at the provincial and regional levels,
 - 13.3.2 regulations and guidelines,
 - 13.3.3 financial affairs,
 - 13.3.4 recommendations and submissions to PEC and
 - 13.3.5 the constitution.

- 13.4 Review and finalize conference contracts for facilities and keynote speakers.
- 13.5 Advise and assist in developing plans and selecting PD activities for members.
- 13.6 Assist with the efficient, accurate and businesslike operation of the council in the conduct of elections, maintenance of complete and orderly records and correspondence.
- 13.7 Encourage the council executive to provide high quality service to the council membership through continuous assessment of programs and related activities.
- 13.8 Assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by the council.
- 13.9 Keep informed about all aspects of the council's operations and, when necessary, provide advice to the council on matters requiring attention.
- 13.10 Communicate pertinent information to the council executive about ATA-sponsored activities, Curriculum Committee and Teacher Education and Certification Committee activities, and Alberta Education activities and decisions that could affect council operation.
- 13.11 Receive, review and submit with recommendations any council submission directed to PEC or other organizations to the staff officer in charge of specialist councils.
- 13.12 Arrange for name tags for the executive at the provincial conference.
- 13.13 Collect nominations for awards which close 60 days before the council's provincial conference. Copy and distribute submissions to the awards committee 45 days before the provincial conference.

Part E—Duties and Responsibilities of Standing Committees

1. Conference Committee

- 1.1 The CTE council executive serves as the conference committee, with the conference director as chair.
- 1.2 The committee shall prepare and present for approval a budget and proposed program at the first executive meeting of the fiscal year preceding the conference.
- 1.3 The committee shall present the updated budget and program information for approval at each executive meeting.
- 1.4 The committee shall be responsible for planning and delivering the annual conference, including responsibilities for a set of conference accounts.
- 1.5 Where possible, the committee shall arrange for the AGM to be held in conjunction with the provincial conference.
- 1.6 The committee shall arrange a time for awards to be made at the conference or AGM.

2. Professional Development Committee

- 2.1 The committee shall consist of the PD directors and the vice-president.
- 2.2 This committee shall be a subcommittee of CTE and shall be directly accountable to the council executive.
- 2.3 The professional development committee is responsible for
 - a. ensuring at least one PD activity per region,
 - b. promoting and organizing PD opportunities and
 - c. ensuring that a budget is prepared and submitted for approval by table officers before committing to any PD activities.
- 2.4 The committee shall be funded from the CTEC general account based on the annual CTEC budget.
- 2.5 The committee shall coordinate and propose the council’s professional development program.

3. Awards Committee

- 3.1 The committee shall consist of the table officers of the CTEC and be chaired by the past president or alternate.
- 3.2 The committee shall make the selection of the award recipients for each award that has received nominations.
- 3.3 The committee may recommend revisions to the awards to the council for consideration.
- 3.4 The committee shall be responsible for
 - a. publicizing award guidelines and soliciting nominations,
 - b. receiving nominations from the ATA staff advisor and reviewing nominations and
 - c. recommending successful recipients to the executive.

4. Nominating Committee

- 4.1 The committee shall consist of the Table Officers and be chaired by the past president.
- 4.2 The committee will be responsible for compiling a slate of candidates prior to the annual meeting, compiling biographies and preparing ballots for the annual meeting.

Part F–Appendices

Appendix A

In Recognition of Service
this is to certify that

has served as
Career and Technology Education Council
of The Alberta Teachers' Association
for the

Date _____

President _____



The Alberta Teachers' Association

8 A BANKNOTE CANADA

8 SECURITONE DOCUMENTS ©

Career and Technology Education Council Membership Application

In making application for membership in a specialist council, you are voluntarily providing your personal information and consenting to its collection, use and disclosure for all purposes connected with your participation as a member of the council.

Name	Postal Code
Address	
E-Mail Address	
Local Name and Number	
Alberta Teacher Certificate No	

School Jurisdiction or Employer

Geographic Regions

- North West
- North East
- Edmonton and Area
- Calgary and Area
- Central
- Southern
- Out of Province



Area of Specialization

- BIT CTF HRH
- MDC NAT TMT

Type of Membership

- Regular \$35
- Student \$0
- Life \$20
- Subscription Service \$40

Detach this portion and mail with a cheque made payable to the **Alberta Teachers' Association** to the ATA at 11010 142 Street NW, Edmonton, AB T5N 2R1.

Membership

The membership of the council comprises educators from Division II to IV schools, colleges and universities, libraries and businesses.

There is a category to fit everyone.

Regular Membership—Active members of the Alberta Teachers' Association and associate members who are ineligible for active membership as specified in ATA bylaws are eligible for regular membership in this council.

Student Membership—Full-time university/college students belonging to an ATA student local are eligible for student membership.

Life Membership—Retired members of the ATA, as specified in ATA bylaws, are eligible for life membership in the council and are entitled to all the benefits and services of council membership except the right to hold office.

Subscription Service—Persons or organizations ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the council, but does not provide membership in the council. The council shall arrange from time to time on behalf of corporations, and on approval of the executive, the distribution of selected materials to the membership. Any costs associated with this distribution shall be borne by the corporate subscriber.

Membership in the council is valid for 12 months from receipt of payment at Barnett House.

If you have questions regarding eligibility for membership, please call the ATA Professional Development program area at Barnett House at (780) 447-9400 or 1-800-232-7208 toll free.

Career and Technology Education Council

affiliated with Career and Technology Foundations (CTF)

Membership



Strength Through Diversity

<http://cts.teachers.ab.ca>



The Alberta Teachers' Association

CTE-2-2015 12

Mission Statement

Recognizing the diversity of Career and Technology Studies (CTS) and Career and Technology Foundations (CTF), we represent and support the ongoing professional needs of our members and promote the CTE/CTF program.

Goals

- To provide CTS/CTF teachers with knowledge, skills and resource materials to enhance professional practice
- To promote and advocate CTS/CTF education within educational institutions, and with outside partnerships and the community
- To represent the interests of CTS/CTF teachers on curriculum-related issues
- To develop a strong collective identity for the CTE Council
- To develop a strong communications plan
- To build and maintain membership in the CTE Council

No-Cost Specialist Council Membership

As a benefit of active membership in the Alberta Teachers' Association, every active member is eligible to join one specialist council of his or her choice at no charge.

Application for a no-cost membership can only be made online on the ATA website (www.teachers.ab.ca).

Those who wish to join more than one council must pay a membership fee for each additional council they wish to join. Membership fees are listed on the application for membership on the reverse side of this brochure. Make cheque payable to the Alberta Teachers' Association and mail it with the completed application form to the ATA at 11010 142 Street NW, Edmonton, AB T5N 2R1.

CTEC

Workshops

At various times, members will be invited to attend workshops of local concern. The format of these workshops varies from travelling workshops to teleconferences, depending on the needs of the members. Members are invited to workshops in their local and surrounding areas. All members are encouraged to organize PD events. See the *PD Opportunities Program* brochure for details.

Conferences

An annual conference is held each fall. It features practical and theoretical sessions related to areas of CTS/CTF. There is also ample opportunity to socialize and renew friendships.

CTE Council Support for Innovative Teachers

Each year, nominations are accepted for innovative teaching awards. These awards are presented at the annual conference.

CTE Compass (including Clusters and Occupational Areas)

