



Holy Spirit ATA Local #5 PD Chair Duties

1. Co-host ATA Induction
 - a. Invitations & RSVPs
 - b. Arrange ATA Presenter
2. PD Fund Claims
 - a. Collect and process claim forms
 - b. Drop off to bookkeeper
 - c. Collect and process reimbursement cheques
 - d. Deliver cheques to teachers
 - e. Receive and process sub cost invoices from the Board
3. Update and share PD Policy and PD Fund Claim Form
4. Collect and process PD Grant applications and claims
5. Promote PD
 - a. PD Facebook page
 - b. PD Google Site
 - c. Email updates to PD Council School Rep's and CEC teachers
6. Maintain accurate staffing lists
 - a. Coordinate information from the Board, each school, the PD Fund bookkeeper, ATA Provincial
7. Attend TBAC (Teacher Board Advisory Council) - 2/year
 - a. Present PD-related successes, concerns
 - b. Share how teachers are using PD Fund money
8. Attend HSC ATA Local #5 Executive Council meetings - 1/month
9. Attend HSC ATA Local #5 Local Council meetings - 1/month
10. Facilitate PD Council meetings - 2/year
11. Attend PDAC (ATA PD Area Conference) - 2/year in Edmonton or Calgary

Holy Spirit ATA Local #5 PD Council Duties

1. Assist colleagues with PD Fund Claims and PD Policy questions
2. Promote PD
3. Maintain accurate staffing lists
 - a. Compile/share information re: staffing at your school with PD Chair
4. Attend HSC ATA Local #5 Local Council meetings - 1/month
 - a. You are encouraged/welcome to attend any time!
5. Attend PDAC (ATA PD Area Conference) - 2/year in Edmonton or Calgary
 - a. One rep./PDAC