HOLY SPIRIT CATHOLIC

COLLECTIVE AGREEMENT

[Incorporating language established in the *Back to School Act*]
BETWEEN THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION
AND THE ALBERTA TEACHERS' ASSOCIATION

HOLY SPIRIT ATA LOCAL 5

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*Updated format August 2026 (Error in PD Fund duplicate 5.4 corrected)

Administration: Travel Expense

Policy Number: 1.1

1. The following allowances are approved for expense claims from members who incur expenses while fulfilling duties for Holy Spirit Catholic ATA Local 5.

1.1. Travel Expenses:

1.1.1. Car expense to be paid at ATA Provincial rate.
1.1.2. Air fare (economy airfare with ticket receipt required).
1.1.3. Taxi fare (receipt required).
1.1.4. Airport parking (receipt required).

1.2. Meals (receipts not required):

1.2.1. Breakfast: $ 20.00
1.2.2. Lunch: $ 30.00
1.2.3. Supper: $ 40.00

1.3. Hotel: to a maximum of $175.00/day, including phone calls and taxes (receipt required). The number of nights for which accommodation shall be reimbursed shall be equal to the number of days of the activity if the activity is within 250 km of Lethbridge. It shall be one greater than the number of days of the activity if it is more than 250 km from Lethbridge. NOTE: There will be no reimbursement for accommodation for any activity which is held within 60 km of Lethbridge.

1.3.1. At the discretion of the member, an additional night shall be granted to allow for safe travel.

1.4. Accommodation in private home (friends, relatives, etc.): $50.00/day

1.5. Substitute Costs Local Council will pay substitute costs for members on local business according to the following guidelines:

1.5.1. a full day to attend a meeting at a place in excess of 700 km (round-trip), held on a Saturday.
1.5.2. to attend a meeting at a place in excess of 400 km (round-trip), a half day. If the meeting begins before 6:00 pm a full day shall be granted.

1.6. Per Diem

1.6.1. Number of 24-hour days x $100.00/day (non-school days)

1.6.2. Substitute Teachers – Number of 24-hour days x $200/day (school days)

2. Expense claim forms must be submitted to the Chairperson of the appropriate Committee for signature and then forwarded to the Treasurer or President for approval within 30 days of completion of the activity.

KILOMETRAGE CHART

Automobile use will be paid in accordance with the following chart. Centers not on this list will be based on distance as indicated by current road maps.

Return Distance	Kilometers
Lethbridge to Banff	668
Lethbridge to Calgary	424
Lethbridge to Coaldale	36
Lethbridge to Edmonton	1,006
Lethbridge to Picture Butte	60
Lethbridge to Pincher Creek	200
Lethbridge to Taber	108

Administration: Colleagues' Scholarship

Policy Number: 1.2.1

BACKGROUND

The Holy Spirit Catholic ATA Local 5 annually offers a scholarship to dependents of members of the Local Association. A person is defined as a member of the Local Association if they are a certified teacher and is currently paying membership dues in the local association, or is a retired member of the Local Association. According to the scholarship guidelines, an award of $1000.00 each will be given to the top two applicants. On occasion, more than two candidates are deemed worthy of receiving the award. At the discretion of the Donations and Scholarship Committee, the award for the candidates may be divided between or amongst applicants who are deemed by the committee to be equally deserving of the scholarship.

POLICY

1. **The scholarships will be given to students who best meet the following requirements:**
   - 1.1. must be a dependent of a member of the Local Association:
   - 1.2. achieved a minimum of 65% in each of five 30-level subjects and Religious Studies 35*;
   - 1.3. applied while attending his/her first year at a post secondary institution;
   - 1.4. applied in writing indicating the program of studies and the institution; school and community involvement; and parish involvement. Please be specific as to the nature and time commitment of the activity.
   - 1.5. supplied two letters of reference, one being from a former high school teacher;
   - 1.6. ensured that the application and letters of reference are received by the Secretary of Local 5 or postmarked by October 31; Late applications will not be considered.
   - 1.7. supplied an official Alberta Learning transcript of marks from his/her high school.
2. **If your dependent qualifies for this award and would like to be considered, please see that they receive a copy of these guidelines and comply with item 1. Applications should be sent to the Secretary of the ATA Local 5.**
3. **For the purpose of awarding the scholarship, the following formula will be used in weighting each requirement:**
   - 3.1. academic achievement 60%;
   - 3.2. school involvement 20%;
   - 3.3. community involvement 10%;
   - 3.4. parish involvement 10%.

* In the case where Religious Studies 35 is not included in the transcript, the applicant will state reasons.

BACKGROUND

The Holy Spirit Catholic ATA Local 5 annually offers a scholarship to graduates of a high school in the Holy Spirit Catholic School Division who are attending as a full-time, first year Faculty of education student at the University of Lethbridge. According to the Scholarship guidelines, an award of $1000.00 each will be given to the top two applicants. On occasion, more than two candidates may be deemed worthy of receiving the award. At the discretion of the Donations and Scholarship Committee, the award for the candidates may be divided between or amongst applicants who are deemed by the committee to be equally deserving of the scholarship.

POLICY

4. **The scholarships will be given to students who best meet the following requirements:**
   - 4.1. A written letter of application;
   - 4.2. An official transcript of academic standing in the previous three years of University;
   - 4.3. A letter of reference from the priest or minister of the student's parish or church;
   - 4.4. A letter of reference from the Education 2500 faculty advisor identifying those qualities of the applicant which will make the applicant a successful teacher.
5. **All applications and documents are to be submitted by January 31 of the scholarship year.**
6. **Completed documents are to be forwarded to the following address:**

   Secretary, A.T.A. Local 5

   c/o their respective school as stated on website

BACKGROUND

The Holy Spirit Catholic ATA Local 5 annually offers a scholarship to dependents of members of the Local Association. A person is defined as a member of the Local Association if they are a certified teacher and is currently paying membership dues in the local association, or is a retired member of the Local Association. According to the scholarship guidelines, an award of $1000.00 each will be given to the top two applicants. On occasion, more than two candidates are deemed worthy of receiving the award. At the discretion of the Donations and Scholarship Committee, the award for the candidates may be divided between or amongst applicants who are deemed by the committee to be equally deserving of the scholarship.

POLICY

1. **The scholarships will be given to students who best meet the following requirements:**
   - 1.1. a written letter of application;
   - 1.2. must be a dependent of a member of the Local Association:
   - 1.3. must be enrolled in a post-secondary institution;
   - 1.4. applied in writing proof of extensive voluntary school and/or community service. Please be specific as to the nature, length and time commitment of the service.
   - 1.5. supplied two letters of reference, one being from an immediate supervisor;
   - 1.6. ensured that the application and letters of reference are received by the Secretary of Local 5 or postmarked by October 31st; late applications will not be considered.
2. **If your dependent qualifies for this award and would like to be considered, please see that they receive a copy of these guidelines and comply with item 1. Applications should be sent to the Secretary of the ATA Local 5.**
3. **For the purpose of awarding the scholarship, the following will be considered:**
   - 3.1. school involvement;
   - 3.2. community involvement

Administration: School Award

Policy Number: 1.2.4

BACKGROUND

$150 will be given to each school to recognize student achievement as the school sees fit. Cash awards are given to students for a variety of achievements.

POLICY

1. **A letter of application must be submitted to the Treasurer of ATA Local 5 by May 31.**

Administration: Over Budget Requests

Policy Number: 1.3

BACKGROUND

On occasion, it may be deemed necessary by the members of the executive to allocate funds for items not approved in the annual budget, or to authorize over-expenditure of monies for an approved budget item.

POLICY

1. **The executive may approve expenditures of monies for items not approved in the annual budget to a maximum total of $500.00 per budget year.**
2. **The decision to approve expenditure must be made by a majority of executive members.**
3. **The decision to approve expenditures will be reported to the Local Council at the earliest possible meeting.**
4. **Any expenditure that would cause the total amount approved for unbudgeted items to exceed $500 in a budget year must receive prior approval from the Local Council.**
5. **The Treasurer, with the consent of the President or designate, may approve an expenditure of up to $150 above the amount approved for a budget item. The committee chairperson must submit a written request for the additional expenditure to the Treasurer.**

Administration: Attendance at Conferences

Policy Number: 1.4

BACKGROUND

On occasion, it may become necessary to select applicants to attend ATA funded conferences and functions.

POLICY

1. **An application must be submitted by the indicated deadline.**
2. **When more candidates are deemed worthy of attending than there are openings available, successful applicants will be randomly selected.**
3. **In the case of the Beginning Teachers' Conference the funds shall be divided among all applicants.**

Administration: Donations

Policy Number: 1.5

BACKGROUND

On occasion, our Local Council has been approached for donations from various organizations.

POLICY

1. **Letters of application must be submitted to the President of the Local.**
2. **Requests will be brought to the Local Council for approval.**

Administration: Child Care Expenses

Policy Number: 1.6

BACKGROUND

The ATA will reimburse committee members for any reasonable childcare costs incurred while engaging in official ATA business.

POLICY

1. **Submission of expenses incurred must be submitted to the Treasurer of the Local.**

BACKGROUND

The Local believes that sympathy should be extended in cases of death. The following is a suggested guideline:

POLICY

1. **For any current member of the Local, or their partner, child or parent, a token of sympathy (card, flower, charitable donation) will be sent to/on behalf of the family by the Local (approximate value $25).**

   NB: It is the responsibility of the Site Representative in consultation with the Local Secretary/Treasurer to ensure that the appropriate actions will be followed.

POLICY

1. Evergreening/Technology:

Computers for Holy Spirit Catholic ATA Local 5 will be replaced as needed. Those being replaced will be prepared for disposal, which will require all of the Local's business to be removed from the hard drive of the computers. Once this has been completed, the primary user of the equipment will have first right of refusal at a cost of $1.00. If this right of refusal is not exercised by the primary user, then other members of the Executive will have an opportunity to purchase the equipment through a lottery. In the event that no members of the Executive wish to purchase the used computers, members of Local council will have an opportunity to purchase by lottery. Should no members of Executive or Local council wish to purchase the used computers, the computers will be disposed of by appropriate means as outlined by Provincial ATA.

Administration: Recognition

Policy Number: 2.1.1

BACKGROUND

The Holy Spirit Catholic ATA Local 5 budgets annually for the recognition of committee chairpersons, executive members, and representatives in the service of the Local.

POLICY

1. **When a member of the Holy Spirit Catholic A.T.A. Local 5 is holding two or more positions for which recognition is budgeted, the member will receive the highest amount.** For example, if a member fills the position of Secretary and Professional Development Chairperson the member will receive the greater of the two.
2. **For each recipient, $100 will be allocated for un-receipted expenses by December 31 of the service year.**
3. **Executive members and representatives are required to attend at least 70% of Local Council meetings in order to receive the allotted honorarium. It is important that each site be represented at every meeting. If a site representative is unable to attend a meeting, it is his/her responsibility to find a replacement.**
4. **The following reimbursement shall be paid to the designated officers of Holy Spirit Catholic ATA Local 5:**

Position	Un-receipted Expenses (Sep-Dec)	Un-receipted Expenses (Jan-Jun)	Telecommunications Expenses
President	$100	$500	$2000
Treasurer	$100	$500	$1500
Secretary	$100	$500	$1500
Vice-President - Political Engagement	$100	$500	$1500
Vice-President - Hospitality	$100	$500	$1500
Past-President	$100	$500	$1500
TWC Chair	$100	$500	$1500
Professional Development Chair	$100	$500	$1500
Communications Officer	$100	$500	$1500
Site Representatives	$100	$300	
LAFEC Representative	$100	$300	
SWATCA Representative	$100	$300	
Substitute Representative	$100	$300	
DEHR Chair	$100	$200	
WIL Chair	$100	$200	

Administration: Composition of Committees

Policy Number: 2.1.2

BACKGROUND

The operation of Holy Spirit Catholic A.T.A. Local 5 depends substantially on the operation of many different committees of volunteers.

POLICY

The composition of committees shall be as follows:

1. **Policy Committee consists of the Local Executive;**
2. **Professional Development Committee is chaired by one PD Chair and consists of members selected as needed;**
3. **Communications Committee is chaired by one LCO and consists of members selected as needed;**
4. **Donations and Scholarship Committee consists of 3 members to be selected annually from and by members of Local Council;**
5. **Hospitality Committee is chaired by one Vice President and consists of members selected as needed;**
6. **Political Engagement Committee is chaired by one Vice President and consists of members selected as needed;**
7. **Diversity Equity Human Rights (DEHR) Committee is chaired by one DEHR Chair and consists of members selected as needed ;**
8. **Women in Leadership (WIL) is chaired by one WIL Chair and consists of members selected as needed.**
9. **Teacher Welfare Committee (TWC) is chaired by one TWC Chair and consists of one member from each school and the Negotiating Sub-Committee, plus our Representative Bargaining Agent and District Representative.**

GUIDELINES

1. All committees shall be responsible to the Local Council.
2. Duties of committees shall be as described in the Local's Constitution.
3. Committee members are expected to attend scheduled meetings of the committee or send a replacement.

PHILOSOPHY

The Alberta Teachers' Association encourages and supports teachers' pursuit of professional learning opportunities.

POLICY

1. **Purposes of the Fund:** The Alberta Teachers' Association, through policy approved unanimously at the 2011 Annual Representative Assembly, defines professional development as the wide range of programs, activities and services teachers identify and undertake individually or collectively to contribute to the profession. Expenditures related to travel and accommodation (associated with the PD event or activity), tuition, registration, and materials (books, teaching, and learning resources) are deemed acceptable. However, expenditures related to the purchase of hardware (i.e., laptops, iPads, etc.) are NOT seen as acceptable use of professional development funds.

1.1. Professional Development Experiences and Resources

Background: The fund has been established for the purpose of providing teachers with professional development experiences and resources which will build teaching capacity and improve teacher efficacy. The fund is designed to provide for teacher participation in activities or the acquisition of resources such as:

- Short courses,
- Workshops,
- Seminars,
- Online courses,
- University courses (credit and non-credit),
- Conferences,
- First Aid Courses
- Travel expenses related to professional development,
- Collaboration time – focused on professional practice – with colleagues and/or specialists,
- Specialist Council fees,
- Professional association membership fees,
- Professional pedagogy and practice publications and/or subscriptions
- Other professional development activities, as recommended for approval by a sub-committee of the ATA-Executive Council. Any "Other PD" activity must have a direct link to student instruction (i.e. teach you how to teach __) and the Alberta Education Teaching Quality Standard. Expenses

related to recreational or leisure activities are categorically ineligible for reimbursement. For the purposes of this policy, recreational or leisure activities include, but are not limited to, attendance at sporting events, theatrical performances, concerts, festivals, amusement venues, or any other event primarily intended for entertainment or personal enjoyment. Claims that such activities contribute to professional development, instructional practice, curriculum enhancement, or subject-area expertise will not be considered grounds for approval.

Guidelines regarding professional development and taxable benefits as per CRA-PD fund hand out:

Specific employment-related training: We generally consider that courses taken to maintain or upgrade employment related skills are mainly for the employer's benefit when it is reasonable to assume that the employee will resume his or her employment for a reasonable period of time after he or she completes the course. For example, tuition fees and other associated costs, such as books, meals, travel, and accommodation, paid for courses leading to a degree, diploma, or certificate in a field related to the employee's current or future responsibilities are not a taxable benefit.

General employment-related training: We generally consider that other business related courses, although not directly related to the employer's own business, are taken mainly for the employer's benefit. For example, fees paid for stress management, employment equity, first aid, and language courses are not a taxable benefit.

Personal interest training: We consider that courses for personal interest or technical skills not related to the employer's business are taken mainly for the employee's benefit and, therefore, are a taxable benefit**.**

If a member is uncertain as to whether their planned professional activity falls within the scope of this policy, the member is strongly encouraged to contact the ATA PD chair for clarification prior to undertaking the activity.

1.2. Professional Development Grants

Background: When revenues allow, a number of professional development grants will be available for teachers. These Professional Development Grants will be accessed via an application process.

1.2.1. Professional Development Additional Course Grant: $6000 divided among applicants; up to $1500 per applicant

Purpose: To assist teachers in attaining course credits and/or technical training at an accredited post-secondary institution or trade school.

The grant will be used to pay tuition and materials costs associated with attaining course credits and/or technical training.

Application Deadline: Request must be submitted to the ATA PD Chair by September 30 of the school year during which the courses are occurring. If money remains after September dispersal, a January 30 deadline will be set for January - May courses. If money remains after January dispersal, a May 30 deadline will be set for June-August courses.

1.2.2. Professional Development Blueprints Retreat Grant: $5000

Purpose: To assist teachers in attending the Alberta Catholic School Trustees' Association Blueprints Retreat.

The grant will be used to pay PD costs included in the PD Policy up to $1500.

Application Deadline: Request must be submitted to the ATA PD Chair at least four weeks prior to the Blueprints Retreat.

1.2.3. Professional Development Maria Zappone Pilgrimage Grant: $6000

Purpose: To assist teachers in attending a religious pilgrimage offered and organized through a religious pilgrimage organization/company.

The grant will be used to pay PD costs included in the PD Policy up to $1500/person.

Application Deadline: Request must be submitted to the ATA PD Chair at least four weeks prior to the start date of the pilgrimage.

1.2.4. Professional Development Master's and Doctoral Degree Grant: $32000 divided among applicants; up to $4 000 per applicant per school year

Purpose: To assist teachers in attaining a Master's or Doctoral Degree.

The grant will be used to pay tuition and materials costs associated with attaining a Master's or Doctoral Degree.

Application Deadline: Request must be submitted to the ATA PD Chair by September 30 of the school year during which the courses are occurring. If money remains after September dispersal, a January 30 deadline will be set for January - May courses. If money remains after January dispersal, a May 30 deadline will be set for June-August courses.

1.2.5. Professional Development Return from Leave Grant: $5000 Contracted PD Fund allotment pro-rated to FTE upon return. i.e. a teacher who returns at 1.0 FTE receives $500, a teacher who returns at 0.5 FTE receives $250

Purpose: To provide PD funds for teachers who return from a leave after September 30th, and have not received a yearly PD Fund allotment from the Board.

Application Deadline: Request must be submitted to the ATA PD Chair within four weeks of returning from a leave.

1.2.6. Professional Development School Initiative Grant: $35000

Purpose: To provide PD funds to a group of two or more teachers embarking on a long-term task focused on teaching and learning.

Application Deadline: Request must be submitted to the ATA PD Chair by September 30th of the school year during which the initiative is being implemented. If money remains after September dispersal, a January 30th deadline will be set for new or continuing initiatives.

1.2.7. Professional Development Specialist Council Conference Grant: $10000

Purpose: To assist teachers in attending a Provincial (Alberta) ATA Specialist Council Conference.

The grant will be used to pay PD costs included in the PD Policy.

Application Deadline: Request must be submitted to the ATA PD Chair by September 30th of the school year during which the conference is occurring.

1.2.8. Professional Development S.P.I.C.E. Retreat Grant: $5000

Purpose: To assist teachers in attending the Alberta Catholic School Trustees' Association S.P.I.C.E. (Sharing Purpose in Catholic Education) Retreat.

The grant will be used to pay PD costs included in the PD Policy up to $1500.

Application Deadline: Request must be submitted to the ATA PD Chair at least four weeks prior to the S.P.I.C.E. Retreat.

1.2.9. Professional Development Substitute Teacher Grant: $500

Purpose: To assist substitute teachers in attending professional development activities. Eligibility for the grant will be determined by the

teacher's designation on the Approved Substitute Teacher list from the Board.

The grant will be used to pay registration costs, rate of pay, and/or PD costs included in the PD Policy up to $500 for PD activities outlined in the PD Policy.

Application Deadline: Request must be submitted to the ATA PD Chair at least four weeks prior to the PD activity.

1.3. Money from The Professional Development Fund may be combined with money from other sources to pay expenses (e.g. U of L Teacher-Associate honorarium funds).

1.4. The Professional Development Fund (as per Revenue Canada) cannot be used to purchase capital equipment (e.g. computer hardware, furniture).

2. Professional Development Reimbursement

2.1. All reimbursement claims from individuals must be completed on special claim forms, which are online on the local 5 website, and must be sent to the ATA PD chair who will forward the claim to the PD Fund Bookkeeper.

2.2. To ensure that Professional Development Funds remain non-taxable, an officer of the Local must sign all PD claim forms. This person shall be the ATA PD Chair.

3. Eligibility & Professional Development Fund Determination (refer to Collective Agreement Article #9)

3.1. Professional Development Funds for the current school year will be allocated to each teacher employed by Holy Spirit Roman Catholic Separate School Division.

4. Accumulation of the Professional Development Fund

4.1. Funds may accumulate

4.2. When a teacher is no longer employed by the Holy Spirit Roman Catholic Separate School Division, any funds remaining in his/her Professional Development Fund will cease to be available, and will be assigned for Professional Development use determined by the Local.

4.3. When a teacher, although still employed by the Holy Spirit Roman Catholic Separate School Division, is on leave for the entirety of the school year, he/she will maintain his/her fund balance and can access funds, but will not receive new funds for the year he/she is on leave.

5. Administration of the Professional Development Fund

5.1. The Local shall make all disbursements from the Professional Development Fund.

5.2. The Board shall advance funds to the Local in accordance with the Collective Agreement.

5.3. A separate bank account for the Professional Development Fund shall be established and maintained by the Local. Two of three signing authorities shall be required for this account. The signing authorities will be the Local's PD Chair, Treasurer, and President.

5.4. The Local shall maintain and employ accounting records and procedures which are consistent with generally accepted records and procedures, and which have been approved by the Alberta Teachers' Association.

5.5. The Local shall report on the financial operations of the fund semi-annually; and shall provide a comprehensive report on the usage of the fund, annually, to the Board.

5.6. Accounting records of the Professional Development Fund, which are maintained by the Local, shall be open for inspection by an officer of the Board, and an auditor appointed by the Board.

5.7. Accounting records can be audited by an auditor selected by the Local, provided costs are paid by the Local, and not paid out of the Professional Development Fund.

5.8. Investment income earned by the Professional Development Fund will be used to administer the Professional Development Fund. The only other expenses charged to the Professional Development Fund are bank charges for the administration of the Professional Development Fund.

5.9. A separate computer file shall be maintained for each eligible teacher by the PD Fund Bookkeeper. A monthly statement will be issued by the PD Fund Bookkeeper, which shall include the total amount of money available to the teacher, as well as the records of all expenses paid on behalf of the teacher. A hard-copy file for each teacher will be maintained by the PD Fund Bookkeeper.

5.10. Expenses which are eligible for reimbursement to the teacher from the Professional Development Fund are determined as follows:

5.10.1. Registration costs will be reimbursed only upon submission of a receipt. Registration and pre-booked travel costs may be claimed prior to the dates of the conference or travel to ensure timely reimbursement of out-of-pocket expenses. These claims must be supported by receipts.

5.10.2. Costs paid in currencies other than Canadian Dollars shall be converted to the Canadian equivalent at the rate of exchange in effect at the time of the teacher's payment.

5.10.3. Daily rate of substitute teacher pay costs are paid first out of the teacher's Professional Development Fund.

5.10.4. Payment for PD expenses cannot exceed an individual's present Professional Development Fund balance unless provisions have been made according to Policy 6.0 below.

5.10.5. In a new school year, reimbursement cannot be sought for past expenses incurred when the teacher had insufficient funds available in his/her fund.

5.10.6. No reimbursement will be made for hotel, airline or any other form of reward points used to defray costs.

5.10.7. The Local's fiscal year-end deadline for expenses incurred up to June 30th is September 10. If circumstances warrant the filing of a late claim, after the fiscal year-end deadline, reimbursement of expenses is to occur at the discretion of the ATA PD Chair.

6. Transferability of the Professional Development Fund

6.1. To promote use of the fund for professional development, a teacher may transfer money from his/her fund to another teacher's fund only once per year.

6.2. Conditions of transferability:

6.2.1. The maximum amount which can be transferred to one teacher is equal to the amount allotted per teacher per year as per the Collective Agreement. A "lending" teacher can transfer this amount to as many recipients as his/her PD Fund balance allows. e.g. If Mr. X has a PD Fund balance of $1500, he can "lend" $500 (yearly allotment) to three different teachers.

6.2.2. The transfer of funds takes place only after filling out the required transfer form, which states that the recipient of the funds will automatically repay (from the recipient's PD Fund account) the exact amount to the "lending" teacher the following school year.

6.2.3. If the recipient retires/resigns or otherwise ceases to be employed by the Board before the funds can be repaid, no reimbursement will occur.

6.2.4. If the "lending" teacher retires/resigns or otherwise ceases to be employed by the Board before the funds can be repaid, no reimbursement will occur.

7. Appeals

7.1. Any disputes regarding reimbursement of funds or approval of PD activities will be referred to ATA HSC Local 5 Executive Council who will render a decision based on the policy's wording and the spirit of professional development.

Communication overview

The Communications Program structure should be:

- communications to members as needed on pressing issues
- communications to the public as needed on pressing issues
- continuous updating and development of web page and social media accounts

1.1 Goals

Goals of the Communications Program are in keeping with suggestions from Barnett House on effective communication. These suggestions are outlined at Summer Conference and in regular communications from Barnett House.

Specific goals established by the Executive Council in recent programs include:

- Provide membership with information on a continuous basis.
- Solicit feedback from the membership (two-way communication being key).
- Develop methods of internal public relations.
- Maintain community publicity through media outlets and others.
- Continuing education through attendance at workshops/conferences focusing on public relations.
- Pursue possible grant/award opportunities.

Hospitality Committee

Budget: It is the responsibility of the Hospitality Chair to follow the current year's budget and prepare a budget for the year.

1.1 Yearly events may include:

- ATA Induction
- Tailgate Socials
- World Teachers' Day Social
- Family BBQ
- Christmas Mass and Social
- SWATCA Breakfast
- Golf Tournament
- Spring Banquet
- Year-End BBQ
- Christmas Party

or other social activities during the year.

1.2 It is the responsibility of the Hospitality Chair to maintain up to date records relating to itineraries, planning and procedures regarding social events.