

Terms of Reference for Communications Expenses

1. The President or designate will administer the funds and report to the Executive through the Treasurer.
2. The Budget Committee will review annually the Communications Terms of Reference through the Budget process.
3. Applications for Communications funds will be accepted from September 1st to May 1st.
4. Receipts totalling up to \$500 must be submitted by no later than May 30th.
5. All expenses must occur during the current fiscal year – July 1st to June 30th.
6. All applications must be submitted electronically via the Local website. Applications for Communications expenses are to be completed only once per year.
7. Acceptable expenses for Communications include: Telephone expenses, Cell phone expenses, Internet expenses, Computer expenses, Fax expenses, Office Supplies expenses
8. Photocopies of original receipts/bills will be accepted.
9. New Members cannot receive funds for expenses prior to the first day of employment.
10. In accordance with the ETFO H-PE expense policy, non-deposited cheques will be deemed “Stale Dated” three months after issuing and will not be paid by the Local.
11. In order to qualify for funding, you must be a member of the Local ETFO at the time of the expense.
12. Expenses will be pro-rated for positions that are shared throughout the school year.
13. Up to \$400 will be paid out upon submission of receipts. The final \$100 will be paid out after the Local AGM subject to #14 below.
14. In order to receive the final allocation of \$100, Local School Stewards must have attended (or arranged for a designate to attend) the following meetings: 4 Steward Council meetings and the Local AGM.
15. Meetings in #14 are pro-rated at \$20 per meeting.
16. In order to receive the final allocation of \$100, Committee Chairs and the Secretary must have attended the following meetings: at least 80% of the Local Executive meetings and the Local AGM.
17. Local Executive meetings in #16 are pro-rated at \$20 per 20%. The Local AGM would account for the remaining \$20.
18. Required attendance at meetings listed in #14 and #16 may be waived by the Local President in consultation with the other REM's for exceptional circumstances.

The following positions are eligible to apply for reimbursement up to \$500.00 per fiscal year for Communications expenses:

- Local School Stewards
- Chair of the Status of Women Committee
- Chair of the Professional Development Committee
- Chair of the Political Action Committee
- Chair of the Equity and Social Justice Committee

- Chair of the Social/Wellness Committee
- Chair of the First Five Committee
- Chair of the Health and Safety Committee
- Secretary

The following positions are eligible to apply for reimbursement up to \$400 per fiscal year for Communications expenses:

- Joint Health and Safety Rep

Terms of Reference for Executive Release Time

1. A request for a release day will be made via an email to the President.
2. Upon approval from the President, the member may book a full release day or a half release day and use Code 43 for the booking.
3. The member shall notify the President if there are any changes to the original release request.

Release time will be allocated in the following manner:

Treasurer: 15 school days

Chair of a Standing Committee: Equity and Social Justice, New Members, Political Action, Professional Learning, Status of Women, Social & Wellness and Health and Safety:

2 school days

Secretary: 0.5 of a school day



Revised by Executive motion, May 2018