

ASPA Education Committee: Terms of Reference

COMMITTEE PURPOSE

The function of the ASPA Education Committee is to share information regarding professional development opportunities relevant to work in the scope of ASPA, and to share information and provide labour union and ASPA specific education opportunities.

COMMITTEE STRUCTURE AND PROTOCOL

Membership: The core committee will be comprised of at least two ASPA Executive members, which will include at least one of the presidents, the Member Services Officer, the Administrative Assistant, and two ASPA members.

Chair: As appointed by the ASPA Executive Committee

Term: 2 years, renewable

Type of Committee: Standing

Responsible To: ASPA Executive

Meetings & Reporting:

- The committee shall meet at least three times a year.
- Committee chair will provide monthly reports to the ASPA Executive at the monthly Executive meetings.

SPECIFIC AREAS OF RESPONSIBILITY

1. To share professional and personal development opportunities for our membership.
2. Develop strategies for annual educational events.
3. Review and recommend applications to the Executive for approval.

Version	Date	Author	Notes
0.1	October 10, 2019	LW	Original draft, approved by the Executive
0.2	June 28, 2021	AH	Approved by the Executive