



# ASPA EDUCATION COMMITTEE TERMS OF REFERENCE

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## **ASPA EDUCATION COMMITTEE**

### **TERMS OF REFERENCE**

#### **1.0. Purpose of the Committee:**

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.

This will include:

- a.** To share professional and personal development opportunities for our membership.
- b.** Develop strategies for annual educational events.
- c.** Review and recommend applications to the Executive for approval.

#### **1.1. Procedure:**

- a.** Committee members will strive to stay up to date on any PD opportunities/events that are relevant to ASPA. The education committee will work in cooperation with the other ASPA committees as need be.
- b.** The committee will meet as needed to come up with or change any regular ASPA events.
- c.** Quorum of the committee is 50 percent of the committee membership.
- d.** There must be a record of a motion from the Executive in order to approve any application forms from the Executive members or the membership.

There must be a record of a motion for any event that requires ASPA funding.

This includes:

- ASPA Matching Grant
- SFL registration
- Lunch and Learns
- Professional Development courses
- Etc.

#### **2.0. Committee Composition**

The core committee will be comprised of at least two ASPA Executive members as well as two ASPA members. One of the Presidents, the Members Services Officer, and Administrative Assistant shall also be on the committee.

##### **a. Non-Voting Members**

- Administrative Assistant

- Guests to any meeting
- Member Services Officer

**b. Voting Members**

- Chair of the Education Committee
- Volunteers approved by the Executive on the committee

Committee volunteers are expected to be present at half the meetings a year, or they may be asked to step down.

**Chair:** As appointed by the ASPA Executive Committee

**Term:** 2 years, renewable

**Type of Committee:** Standing

**Responsible to:** ASPA Executive

**Current Committee:** Tracey Baliski (Chair), Alexis Dahl, LaVina Watts, Rana Mustafa, Tamara Hominuke, Darcy Hryn-Bird (Member Services Officer, and Angeline Hainstock (Admin)

### 3.0. ASPA Matching Grant:

#### 3.1. Purpose:

The purpose of the ASPA matching grant is to provide supplemental funding to the ASPA Executive for attending professional development (PD) courses. The grant is intended to supplement the PD costs incurred by the APDA (up to the maximum \$1,100 per year).

This is a “matching” grant, and the intent is to share the costs between APEF and this ASPA matching grant. The grant will not be provided on amounts already reimbursed by the University. Therefore, it is important that when making a claim, the claim be split evenly between the APDA and the ASPA matching grant (up to a maximum of \$1,100/year), so as to maximize the ASPA matching grant.

#### 3.2. Procedure:

1. Get approval for trip/cost through Concur;
2. Go on trip/course – pay out of pocket;
3. Submit actual receipts through Concur for reimbursement – only actually claim 50% (or portion that would leave \$1,100 unreimbursed);
4. Print supporting documentation from Concur, evidencing University approval of costs, as well as validating amount reimbursed by University (see instructions on SharePoint);
5. Provide Concur expense/reimbursement statement to the Treasurer, along with supporting receipts (must be in all together in one PDF document).