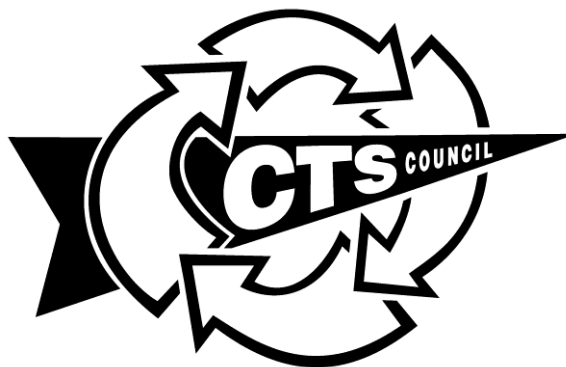


*Strength  
Through  
Diversity*

# **POLICY HANDBOOK**

**Career and Technology Studies Council  
of The Alberta Teachers' Association**



## **Introduction**

The purpose of this handbook is to outline the Career and Technology Studies Council's (CTS) goals, activities, organization and policies to assist executive members in fulfilling their responsibilities.



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## Part A – Constitution for CTS Council

1. **NAME:** The name of this council shall be the Career and Technology Studies Council of The Alberta Teachers' Association.
  
2. **OBJECTS:** The objects of this council shall be:
  - a. To improve teaching practice within Career and Technology Studies by increasing members' knowledge and understanding in this specialty,
  - b. To foster the professional development of members through membership activities and services,
  - c. To provide advice and expertise to the Association on learning and working conditions, curriculum and teacher preparation as related to the specialty, and
  - d. To act through the Association as an advocate for the advancement and promotion of the specialty.
  
3. **MEMBERSHIP:**
  - a. **Regular Membership**—Active members of the Alberta Teachers' Association and associate members who are ineligible for active membership, as specified in ATA bylaws, are eligible for regular membership in this council. All such members shall be entitled to full privileges of Council membership including the rights to vote and to hold office.
  - b. **Life Membership**—Life members of the ATA, as specified in ATA bylaws, are eligible for life membership in the Council and are entitled to all the benefits and services of council membership except the right to hold office.
  - c. **Student Membership**—Student members of the ATA, as specified in ATA bylaws, may join this council and shall be entitled to all benefits and services of council membership except the right to hold office.
  - d. **Honorary Membership**—The council may bestow upon individuals membership on an honorary or complimentary basis according to regulations.
  - e. Membership in specialist councils is not available to those individuals who, under the *Teaching Profession Act* and the Teacher Membership Status Election Regulation, are eligible to make an election of membership and elect associate membership or non-membership in the Alberta Teachers' Association.

4. **SUBSCRIPTION SERVICE:** Persons who are ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the Council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the Council, but does not provide membership in the council.
  
5. **FEES:** Fees shall be established and may be changed by resolution at an annual general meeting of this council.
  
6. **OFFICERS:**
  - a. **Table Officers**—The table officers of this council shall consist of a president, a past president, a vice president Business Administration, Finance & Information Technology (BIT), a vice president Health, Recreation and Human Services (HRH), a vice president Trades, Manufacturing and Transportation (TMT), a vice president Natural Resources (NAT), a vice president Media, Design and Communication Arts (MDC), a conference director, a secretary and a treasurer, each to be elected for a term of one year at the annual general meeting of the council, and a staff advisor appointed by the Provincial Executive Council of The Alberta Teachers' Association. To be eligible to become an officer of the Career and Technology Studies Council a candidate must be a regular member of the Council.
  
  - b. **Provincial Executive**—The executive of this council shall consist of the table officers,
    - i) other voting members, each to be elected for a term of one year at the annual general meeting of the Council: six professional development regional directors, the membership/public relations director and the communications director, and
    - ii) a nonvoting PEC liaison representative appointed by Provincial Executive Council, and
    - iii) nonvoting members, each to be appointed for a term of one year: university representative(s), and Alberta Education representative.

7. **SUSPENSION OR REMOVAL FROM OFFICE OF SPECIALIST COUNCIL OFFICERS**

The following mechanism will be used by the Provincial Association to deal with the suspension or removal from office of a specialist council officer or to assume responsibility of the operation of a specialist council under certain circumstances.

7.1 Provincial Association Intervention—In this section,

- a. *investigated officer* means an officer of the specialist council whose conduct is under investigation pursuant to subsection 7.2;
- b. *investigator* is the individual appointed by the table officers pursuant to subsection 7.2;
- c. *specialist council officer* means the president, vice-president, past president or secretary-treasurer (or secretary or treasurer) of a specialist council or any other officer appointed or elected by a specialist council;
- d. *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*;
- e. *table officers* means the Association's officers as defined in Bylaw 35;
- f. *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and
- g. *staff officer* means a member of executive staff designated by the executive secretary.

7.2 Where the table officers have or receive information which leads them to believe that a specialist council officer

- a. has neglected his or her duties to the extent that the proper operation of the specialist council is being negatively affected,
- b. is mentally incapacitated,
- c. is engaging in corrupt practices,
- d. is engaging in financial malpractice or
- e. has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association,

the table officers may initiate an investigation into the conduct of a specialist council officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

7.3 In the course of the intervention under section 7, an investigated officer is entitled to have access to a staff officer for advice.

7.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the

investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.

- 7.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 7.6 The investigated officer may appeal a suspension from office under subsection 7.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 7.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 7.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 7.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 7.10 Where an investigated officer resigns in accordance with subsection 7.9, the investigation shall be continued with the cooperation of the investigated local officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 7.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to
  - a. answer any inquiries the investigator may have relating to the investigation;
  - b. produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
  - c. give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
  - d. attend before the investigator for the purpose of complying with (a), (b) or (c) of this subsection.
- 7.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.

- 7.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 7.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- a. remove the investigated officer from office;
  - b. restrict the investigated officer's eligibility for office in the future;
  - c. if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.
- 7.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this constitution.
- 7.16 The investigated officer may appeal the decision of the table officers under subsection 7.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 7.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- 7.18 In an appeal under subsection 7.7 or 7.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 7.19 Official Trustee—Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the specialist council, subject to any terms and conditions the Provincial Executive Council considers necessary:
- a. when the specialist council fails to comply with the requirements of section 6;
  - b. when the specialist council fails to comply with the requirements of section 13;
  - c. when the Provincial Executive Council considers it in the interests of the Association to do so.

- 7.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.
- 7.21 An official trustee appointed under subsection 7.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.
- 7.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.
- 7.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.
8. **COMMITTEES**: The council shall appoint from time to time such committees as are necessary to carry on the work of the council.
9. **LIAISON**: Any representations which this council wishes to make to any organization, government department, other agency or official shall be conducted through the Provincial Executive Council of The Alberta Teachers' Association.
10. **REGIONALS**: The executive committee of this specialist council may encourage the formation of regionals and shall have authority to grant recognition to, establish boundaries of, and develop regulations which are not inconsistent with this constitution or the policies of The Alberta Teachers' Association for governing the organization and operation of such regional councils.
11. **NATIONAL/INTERNATIONAL ORGANIZATIONS**: After the same notice of motion that is required for amendments to this constitution, the Career and Technology Studies Council, by a majority vote of those present at a regular session of an annual general meeting, may:
- a. Subject to approval by Provincial Executive Council, join or affiliate with a national or international organization representing the same special interest; or
  - b. Cancel its membership or affiliation with a national or international organization.
12. **REPORTING ACTIVITIES**: This council shall submit annually, not later than August 31: an audited financial statement, a statement of assets and liabilities, an annual report of program and activities and a copy of the council's current constitution.

13. **MEETINGS:**

- a. **Executive**—The executive committee shall be the executive and administrative body of this council. It shall meet at least two times per year and shall conduct the affairs of the council between annual general meetings.
- b. **General**—This council shall hold an annual general meeting for which the agenda shall provide for the topics listed below:
  - i) Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
  - ii) The annual reports from this council's president and treasurer.
  - iii) Receiving of reports of committees.
  - iv) An audited financial statement for the preceding fiscal year.
  - v) An annual budget.
  - vi) Revisions to the fees for membership in this council for which the required notice of motion has been given.
  - vii) Amendments of this constitution for which the required notice of motion has been served.
  - viii) Other business.
- c. Quorum for the annual general meeting shall be 25 voting members.

14. **TERM OF OFFICE:** The term of office and fiscal year shall be from July 1 to June 30.

15. **REGULATIONS:** The executive committee may make regulations not inconsistent with this constitution to deal with forms and procedures for the carrying out of this constitution and may amend such regulations as the executive deems advisable.

16. **AMENDMENTS:** After three months' notice of motion to amend the constitution being given to each member, this constitution may be amended by a two-thirds vote of the members present at an annual general meeting of the council, subject to ratification by the Provincial Executive Council of The Alberta Teachers' Association.

Original Constitution 1997 08 31

Amended 2000 04 13

Amended 2003 04 26 AGM

Ratified 2003 05 26; ATA Table Officers

Amended 2005 04 07; Provincial Executive Council (legislated membership change)

Amended by Provincial Executive Council 2006 06 15–16 (membership categories)

Amended by Provincial Executive Council 2007 09 20–21 (suspension or removal of officers)

Amended by Provincial Executive Council 2007 10 25–26 (PEC liaison voting changing)

Amended 2011 04 16 (AGM), Ratified 2011 04 29 (ATA Table Officers)

## Part B – Mission and Goals

### Mission Statement

Recognizing the diversity of Career and Technology Studies, we represent and support the ongoing needs of our members and promote the Career and Technology Studies Program.

### Goals

1. To provide CTS educators with knowledge, skills and resource materials to enhance professional practice.

#### Action Strategies:

- a. Identify and communicate a list of strand specific resource people and facilitate strand specific sessions at conferences
- b. Organize and deliver the annual conference
- c. Provision of locally delivered PD activities/workshops
- d. Continue to explore opportunities with post-secondary institutions to provide ongoing flexible CTS programs for student teachers and leaders
- e. Use of a website for executive messages, delivery of downloadable resource materials in as many strands as possible
- f. Use workshops, conferences and drive-in seminars to distribute and share resources
- g. Develop workshops for teachers' conventions and PD days to address specific identified needs

2. To promote and advocate CTS education by collaborating with educational institutions, and outside partnerships and community.

#### Action Strategies:

- a. Establish liaisons with post-secondary institutions to set direction for future teacher preparation programs
- b. Through the Association, lobby government to increase funding and awareness of diversity in CTS classes and to change the funding structure (CEU's)
- c. Promote liaisons with business and community partnerships
- d. Encourage members to promote CTS as an essential program at school and school board levels and address issues of management and program equity
- e. Establish liaisons with other specialist councils and "like" associations
- f. Promote the CTS program to students, parents and community as essential and relevant material
- g. Become a strong voice for all CTS teachers
- h. Promote active participation in CTS Council
- i. Encourage CTS members to become involved in the Association and its various committees and subgroup

3. To represent the interests of CTS teachers on curriculum-related issues.

Action Strategies:

- a. Ensure there are programs and workshops for each of the strands at the conference
- b. Promote workshops accessible to all members and assist members in organizing workshops and presentations
- c. Ensure CTS members receive timely information about curriculum issues
- d. Promote liaison with Alberta Education
- e. Establish and maintain regional CTS contact list for each CTS subject specialization

4. To develop a strong communication plan.

Action Strategies:

- a. Increase visibility of the council
- b. Provide effective electronic newsletter on website
- c. Reach out to elementary and junior high teachers who are teaching CTS curricula
- d. Determine how many and who is teaching each strand
- e. Encourage submission of articles

5. To build and maintain membership in the CTS Council.

Action Strategies:

- a. Use local inservice sign-in sheets to contact potential members
- b. Recognition of efforts and leadership (local and provincial) through letters to superintendent, principal, etc and the website
- c. Plan and promote timely high quality conferences and workshops
- d. Plan for recruitment of new members
- e. Develop and circulate a list of curricular resources on the website
- f. Produce CTS Council promotional items such as pins, t-shirts, note boards, etc
- g. Use website to give teachers specific teaching strategies and resources

## **Part C – Policy Regulations**

### **1. Membership Fees**

Notwithstanding memberships obtained through the Association's no cost Annual Specialist Council Memberships program, membership fees shall be sent directly to the Alberta Teachers' Association (payable to the Alberta Teachers' Association) at Barnett House in Edmonton or to an officer of the Council. Any change in fees decided at the annual general meeting will be effective the following July 1; membership to be notified of such fee changes prior to the effective date.

- 1.1 Membership fee for regular member (active and associate member) shall be \$35.
- 1.2 Membership fee for student member shall be \$0.
- 1.3 Membership fee for subscription service (non-teachers) shall be \$40.
- 1.4 Membership fee for life (retired teachers) member shall be \$20.
- 1.5 Fees shall cover membership from one year following the date of processing of application.

### **2. Executive Officers**

- 2.1 Pursuant to Section 6 of the CTS Council constitution, table officers include the past president, president, vice-president HRH, vice-president BIT, vice-president TMT, vice-president NAT, vice-president MDC, conference director, secretary, treasurer and the ATA staff advisor. The duties of the table officers are outlined in Part D of the CTS Policy Handbook.
- 2.2 Other members of the executive include communication director, membership/public relations director, six PD regional directors, university liaison(s), Alberta Education liaison(s) and Provincial Executive Council liaison.
- 2.3 Table officers of the council shall be members of both the Career and Technology Studies Council and The Alberta Teachers' Association.
- 2.4 When a duly elected officer of the council is unable to assume or carry out the responsibilities of office, the table officers shall appoint another member to the office who shall serve until the next regular election.
- 2.5 All newly elected or appointed officers elected according to the election procedures established by the nominating committee shall assume their duties on the first of July of that year.
- 2.6 University and Alberta Education liaisons need not be regular or associate members of The Alberta Teachers' Association.
- 2.7 The University liaison is appointed annually on a rotating basis between University of Lethbridge and University of Alberta.

### **3. Standing Committees**

- 3.1 The following standing committees may be authorized:
  - 3.1.1 Conference Committee
  - 3.1.2 Professional Development Committee
  - 3.1.3 Awards/Scholarship Committee
  - 3.1.4 Nominating Committee

### **4. Membership Year and Fiscal Year**

- 4.1 The fiscal year shall be from July 1 to June 30.
- 4.2 The annual reports of the president, treasurer, conference director, vice-presidents, PD regional directors and committee heads of the council will be published in the annual report and presented at the annual meeting.
- 4.3 With the exception of no cost Annual Specialist Council Memberships, the membership year shall be on a 12-month basis upon receipt of membership dues.

### **5. Election of Officers**

- 5.1 Only members of the Career and Technology Studies Council are eligible to vote and hold office.
- 5.2 The nominating committee shall consist of the past president or designate who shall serve as chair and two other regular members of the executive appointed by the table officers.
- 5.3 A call for nominations is to be posted on the CTS website from January 1 through to March 1, with a closing date of March 1.
- 5.4 A member may seek election for at most one table officer's position at any one time.
- 5.5 A slate of officers (with biographies) will be prepared and presented at the annual general assembly.
- 5.6 Where an election for a particular office is necessary, ballots will be prepared by the nominating committee and distributed at the annual general meeting. There will be no nominations from the floor.
- 5.7 Where there are vacant executive offices, the chair, at the annual general meeting, may invite members to submit their names to the executive for such positions.
- 5.8 The executive committee may appoint members to vacant executive positions at its next meeting immediately following the annual general meeting.

### **6. Conduct of Council Business**

- 6.1 The business meeting of this council will be conducted in accordance with Robert's Rules of Order Newly Revised. The ATA staff advisor and PEC liaison shall rule on all questions of order which may arise.
- 6.2 A quorum for an executive committee meeting or a table officers' meeting shall be two-thirds of the members.
- 6.3 There may be a joint meeting of out-going and in-coming executive.

- 6.3.1 At the joint meeting, new executive members may participate in the discussions but may not make, or vote on motions.

## **7. Conference Fees**

- 7.1 The fee structure for each conference sponsored by CTS shall be established by the conference organizers and ratified by the table officers.
- 7.2 The conference fee shall be waived for members of the conference committee and the executive of the CTS council.

## **8. Council Expenses**

- 8.1 Unless otherwise noted, expenses are to be paid according to the provincial ATA scale.
- 8.2 All expense claims must be submitted on an appropriate claim form and accompanied by receipts.
- 8.3 Return kilometrage or return fare on public transportation (booked 14 days in advance) whichever is the lesser will be funded for travel to meetings. Receipted parking will be reimbursed.
- 8.4 Costs for overnight accommodations, if required, will be reimbursed up to a limit of \$120 (excluding taxes). Cost for non-commercial accommodation, if required, is limited to \$50 per meeting. Costs which exceed \$120 must be approved by the president and treasurer.
- 8.5 Costs for subsistence will be a per diem of \$15 for breakfast, \$20 for lunch and \$25 for dinner (including GST). Receipts are not necessary to claim per diem rates for meals, but claims must be documented on the claim form. Receipted expenses which exceed per diem amounts must be approved by the president and treasurer.
- 8.6 Substitute teacher costs will be covered for one-half day for executive officers traveling from 300-500 km one way and full day if traveling more than 500 km to attend CTS meetings.
- 8.7 No claims are allowed for alcoholic beverages.
- 8.8 All submissions for reimbursement must be made to the treasurer prior to June 30 of the current operating year or payment will not be forthcoming.
- 8.9 The president shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national/international CTS related conference to a maximum of \$2,000. PD funding access for council presidents can be used within the term of presidency or the following two years.
- 8.10 The conference director shall be reimbursed for travel, subsistence, substitute and registration expenses (appropriately documented, including receipts) incurred for attendance at a national/international CTS related conference to a maximum of \$1,500. PD funding access for conference director can be used within the term of office or the following two years.
- 8.11 The program chair, displays coordinator, communications director and treasurer shall each be reimbursed for travel, subsistence, substitute and registration expenses

(appropriately documented, including receipts) incurred for attendance at a CTS related conference to a maximum of \$500. PD funding access for program chair can be used within the term of office or the following two years.

- 8.12 The conference director will receive complimentary registration for the conference in the year following his/her conference responsibility.
- 8.13 A CTS council member may appeal an expense claim to a subcommittee consisting of the council president and ATA Staff Advisor.
- 8.14 Authority over council expenses rests with the president and treasurer.
- 8.15 Authority over conference expenses rests with the conference director and treasurer.

## **9. National/International Organizations**

- 9.1 This council supports membership for its president in a national/international organization.
- 9.2 The five vice-presidents may hold membership in a national/international organization on behalf of their respective specialization.

## **10. Recognition of Executive Members**

- 10.1 Recognition shall be provided to all executive members on an annual basis.
- 10.2 The recognition shall consist of an appropriate certificate (Appendix A).
- 10.3 A member retiring from council may receive special recognition.

## **11. Benefits of Corporate Membership**

- 11.1 The corporate member may add additional material, supplied by the corporate organization, for a cost of \$.10 per page per member.
- 11.2 Corporate members will receive a 10 percent reduction on the purchase of a display booth at the conference and will be able to provide information for inclusion in the conference registration package on site.

## **12. Scholarships**

- 12.1 There shall be two \$500 scholarships offered annually one to a CTS (BIT focus) student at the University of Alberta (Geraldine Farmer Scholarship) and one at the University of Lethbridge (Claire Hollingsworth Scholarship).
- 12.2 There shall be one \$500 scholarship offered to a CTS (HRH focus) student at an Alberta university (Suzan Szewaga Memorial Scholarship).
- 12.3 There shall be one \$500 scholarship offered annually to a CTS (TMT focus) student at an Alberta university.
- 12.4 There shall be one \$500 scholarship offered annually to a CTS (NAT focus) student at an Alberta university.
- 12.5 There shall be one \$500 scholarship offered annually to a CTS (MDC focus) student at an Alberta university.
- 12.6 Criteria for Scholarships:
  - Applicant is a student at an Alberta university

- Applicant is registered in a senior undergraduate program of a bachelor of education program in one of the CTS specialist areas: Business Education, Home Economics, Industrial Education or Resources
- The applicant:
  - has satisfactory academic standard
  - has potential for excellence in teaching
  - has demonstrated a commitment to a specialist area in Career and Technology Studies through professional related activities
- The applications will be evaluated using the following criteria:

—CTS specialist area activity	25
—Other contribution to their field	10
—Community activities	15
—Awards and other recognition	5
—Aims and goals	5
—Letters of reference	10
—Academic standing	30
Total	100

12.7 The scholarship application is attached as Appendix B.

### 13. Awards

No current executive member is eligible for an award.

#### 13.1 Teacher Excellence Award – Service to a CTS Discipline

The Teacher Excellence Award is presented annually to a member who has provided exemplary services to the CTS discipline during the year.

The recipient receives a plaque, a framed certificate, one year free membership in the council and one CTS conference registration. The council may award up to five per year.

Criteria for the award are:

- a. years of teaching experience,
- b. nature of involvement in the Career and Technology Studies subject area(s),
- c. professional activities,
- d. involvement in curriculum development and/or inservice,
- e. creative input into the instruction of Career and Technology Studies,

The application form, which includes selection criteria, is attached as Appendix C.

#### 13.2 Outstanding Service Award – Service to CTS Council

The Outstanding Service Award is presented annually to a teacher who has given outstanding service to the CTS Council during the year.

The recipient receives a plaque, a framed certificate, one conference registration and one year membership in the council. The council may award up to four per year.

Criteria for the award are:

- a. outstanding service to the council,
- b. leadership,
- c. curriculum and professional development activities, and
- d. liaison with other agencies.

Membership within the council is not considered to be a requirement for this award.

The application form, which includes selection criteria, is attached as Appendix C.

### 13.3 Distinguished Service Award – for a retired or retiring teacher

The Distinguished Service Award is presented annually to a retired or retiring member of the council in recognition of their long term service to the profession and council.

The recipient receives a plaque, a framed certificate of appreciation. The council may award up to four per year.

Criteria for the award are:

- a. must be nominated by a member of the council,
- b. must be a retiring or a retired member, and
- c. significant contributions to the council and profession.

The application form, which includes selection criteria, is attached as Appendix C.

### 13.4 Nominations

Nominations shall be sent to the ATA Staff Advisor of the Career and Technology Studies Council by March 1. Names of unsuccessful nominees may, after consultation with the nominator, be brought forward annually for re-nomination.

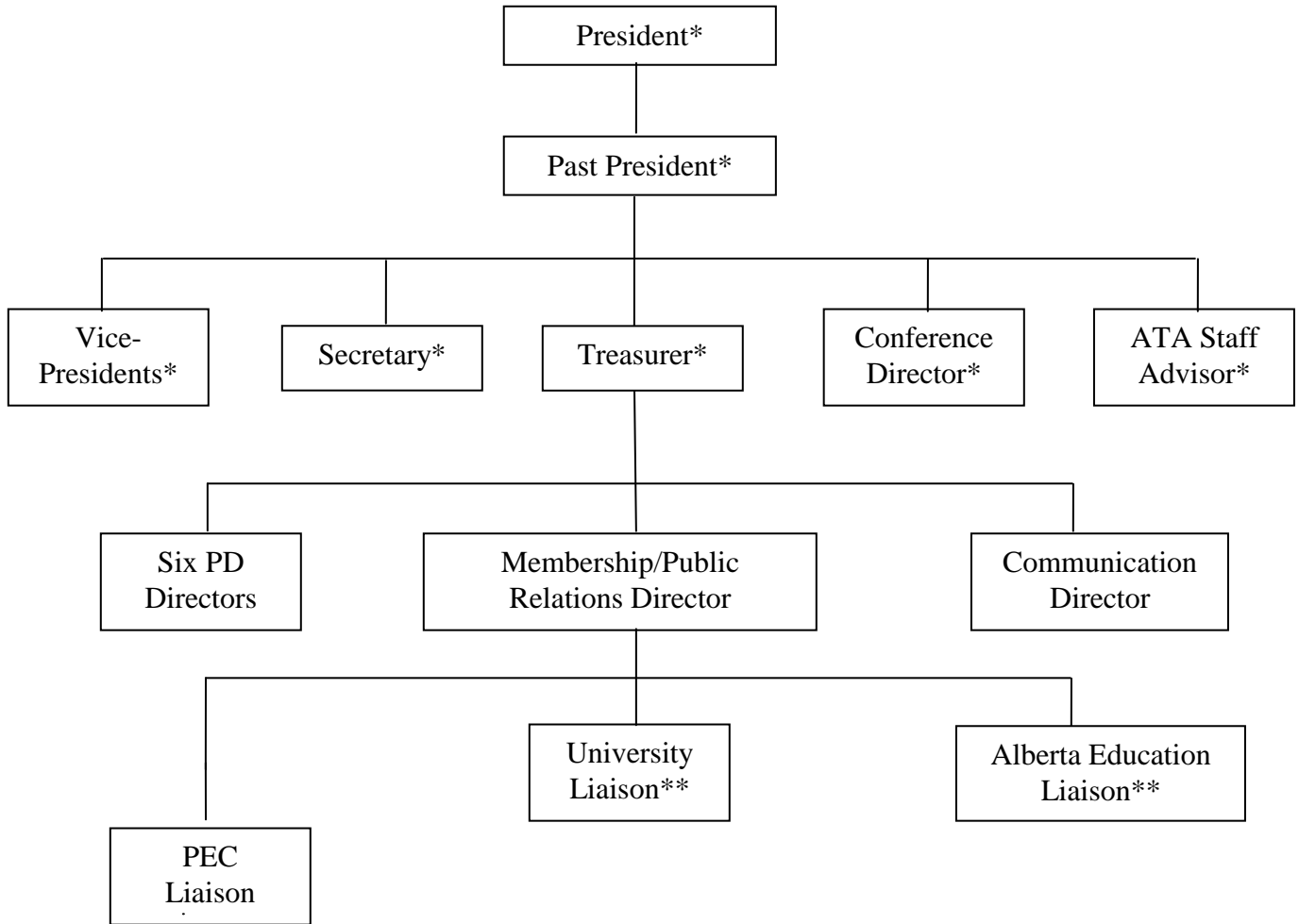
\*Frames

\*Certificate

\*Plaque

Taggit & Lockit Engraving  
150-301 14 Street NW  
Calgary AB T2N 2A1  
Phone (403) 270-8733  
Fax (403) 270-9506  
(Filename is CTS-ATA)

### Provincial Executive Structure of Career and Technology Studies Council



\* Denotes Table Officers

\*\* Denotes Nonvoting Member

## **Part D – Duties and Responsibilities of Executive Officers**

### **1. President**

- 1.1 Be responsible for the organization and conduct of council affairs during the term of office.
- 1.2 Chair executive and table officer meetings or assign this duty.
- 1.3 Chair annual general meeting.
- 1.4 Submit an annual report of program and activities and a copy of the council's current constitution to the Association by August 31.
- 1.5 Ex-officio member of all council committees.
- 1.6 Arrange date and locations of executive and table officer meetings (including regular executive meetings, table officer meetings, presidents' meeting at spring conference, changeover meeting). Ensure block booking of accommodation. Notify all executive members of meetings.
- 1.7 Prepare and send agendas for table officer and executive meetings.
- 1.8 Be responsible for review of constitution and submit any changes to be made at the annual general meeting to Provincial Executive Council.
- 1.9 May attend ATA Summer Conference session for specialist council president.
- 1.10 Review duties and responsibilities of executive positions with executive members.
- 1.11 Appoint committees or representatives on behalf of the council.
- 1.12 Ensure proper functioning of all council committees.
- 1.13 Select one of the directors to be PD chair, upon recommendation of the PD committee.
- 1.14 Act as one of the signing authorities for disbursements.
- 1.15 Within council guidelines, attend national, provincial or international conference of choice.
- 1.16 Present Certificates of Appreciation to executive members and letters of appreciation to superintendent and principal upon completion of terms.
- 1.17 Maintain liaison with Barnett House and staff officer assigned to the council.
- 1.18 Maintain liaison with Provincial Executive Council through PEC representative assigned to the council.
- 1.19 Maintain liaison with university students through university representatives.
- 1.20 Write president's messages for publication as required.
- 1.21 Plan conference locations for the next three years.
- 1.22 Ensure booking of conference facility for conference at least two years in advance, in conjunction with outgoing conference director.
- 1.23 Keep an accurate record of incoming and outgoing correspondence.
- 1.24 Maintain president binder and files, archiving as necessary.
- 1.25 Ensure that the policy handbook is up to date.
- 1.26 The president prepares confirmation letter for award recipient detailing free conference registration requirements.

## **2. Past President**

- 2.1 Act as an advisor to the president and executive committee in general.
- 2.2 Preside at meetings in absence of the president.
- 2.3 Chair the nominating committee; arrange slate of officers for upcoming term and compile biographies and ballots for annual general meeting.
- 2.4 Chair the awards/scholarship committee; coordinating the process.
  - 2.4.1 Notify award and scholarship recipients and their nominators, informing them of the specific benefits of the award and making arrangements for presentation of awards and scholarships.
  - 2.4.2 Notify membership director of any change in membership status of award winners—Outstanding Service Award and Teacher Excellence Award.
  - 2.4.3 Purchase frame certificates for presentation.
- 2.5 Arrange for a token of appreciation for outgoing president at annual general meeting.
- 2.6 Maintain past president binder and files, archiving as necessary.

## **3. Vice-Presidents (5)**

- 3.1 Act for the president or upon request by the president.
- 3.2 Assist president as required.
- 3.3 Act as team leader in specialization areas with regional directors—professional development to prepare committee programs and services for members.
- 3.4 May hold membership in linking associations (ie AHEA, ITEA, and MBEA). Maintain liaison with these associations.
- 3.5 Act as main council liaison to members for appropriate specializations.
- 3.6 Work with president and professional development directors to identify key specialization contacts.
- 3.7 Submit newsletter articles to communication director.
- 3.8 Maintain timely resource links and curriculum information on the council website.
- 3.9 Submit report for specialization to each executive meeting and an annual report by March 1 in advance of the annual general meeting.
- 3.10 Submit names to conference director for the conference committee.
- 3.11 Act as alternate signing authority to the president dependent on geographic location and considerations.

## **4. Conference Director**

- 4.1 Chair committee to plan and coordinate annual conference in consultation with council.
- 4.2 Establish a conference committee with representation from each specialty area to allow for input from all strands in CTS for speakers, sessions, workshops, etc, for the conference.
- 4.3 Attend ATA Summer Conference sessions for specialist council conference directors.

- 4.4 Submit written conference reports at each executive meeting and an annual report by March 1 in advance of the annual general meeting.
- 4.5 Submit regular articles/conference updates to the website.
- 4.6 Submit written final conference report, including financial statement, to executive prior to September 10.
- 4.7 Maintain the conference director's binder and files, archiving as necessary.

## **5. Secretary**

- 5.1 Be responsible for routine correspondence.
- 5.2 Keep accurate minutes of each executive, table officer and special meetings.
- 5.3 Prior to meeting collect and distribute reports to executive.
- 5.4 Prepare action list and distribute to the executive before the end of the meeting or within two weeks of the meeting.
- 5.5 Send out a copy of the minutes within two weeks of the meeting to each executive member.
- 5.6 Compile and distribute a list of the names and addresses of the members of the council executive.
- 5.7 Prepare and send to Barnett House statements or reports as needed.
- 5.8 Be responsible for purchasing and sending cards, gifts, etc as deemed appropriate.
- 5.9 Maintain secretary's binder and files.
- 5.10 Maintain the archives for the specialist council according to ATA guidelines.

## **6. Treasurer**

- 6.1 Keep accurate records of the financial affairs of the specialist council in accordance with ATA policy.
- 6.2 Maintain an appropriate accounting system:
  - a. operate a cheque authorization system with each expenditure supported by a source document;
  - b. have books available for inspection by members of the executive at any time;
  - c. maintain and preserve vouchers and books of accounts which are subject to audit at any time.
- 6.3 Maintain an interest-bearing account as well as a chequing account for frequent use in order to properly receive and disburse council funds.
- 6.4 Make necessary disbursements of funds as authorized with each cheque requiring two of three signatures.
- 6.5 Reconcile the bank account on receipt of the bank statement.
- 6.6 Prepare and submit a written financial report of receipts, expenditures, budgeted amounts and balance on hand to executive members present at scheduled executive meetings. Report should include a register of cheques processed since the last executive meeting.
- 6.7 Present audited statement to executive as soon as available.
- 6.8 Prepare proposed annual budget for ratification at the annual general meeting.
- 6.9 Present the previous year's audited financial statement and a current interim financial statement at the annual general meeting.

- 6.10 Arrange for the review of accounts service by the ATA.
- 6.11 Complete GST and other tax forms.
- 6.12 Attend ATA training session for specialist council treasurers.
- 6.13 Maintain treasurer's binder and files, archiving as necessary.
- 6.14 Transfer all records of the office to the new treasurer as soon as possible following the audit.
- 6.15 Maintain credit card provider account.

## **7. Regional Directors – Professional Development (6)**

- 7.1 Be responsible for facilitating the PD activities in the region.
- 7.2 Promote awareness of available learning resources for CTS Council (eg sponsor a session to disseminate information; teachers' conventions; use internet; learning resources and PD opportunities).
- 7.3 Coordinate professional development resources for the region (eg list resources and activities on the CTS web page; receive applications and approve funding for local PD activities). See Appendix E.
- 7.4 Organize at least one PD event in the region per year.
  - 7.4.1 Regional PD representative will prepare a budget for the event and work with the treasurer to arrange for payment of expenses for the event.
  - 7.4.2 After the event, the Regional PD representative will work with the treasurer to prepare a financial statement for the event, including an outline of expenses, revenue and appropriate documentation.
- 7.5 Submit appropriate materials for publication to the communication director.
- 7.6 Work with specialization vice-president(s) and president to identify key specialization contacts.
- 7.7 Arrange for the promotional display booth for the council at conventions and conferences in their region.
- 7.8 Recommend to the president one of the directors to be PD Chair.
  - 7.8.1 PD chair shall coordinate PD committee activities, including the display board for conventions.
  - 7.8.2 PD chair will submit a report for the annual general meeting.
- 7.9 Submit written report for specialization to each executive meeting and the annual general meeting.
- 7.10 Submit names of volunteers for conference committee to the incoming conference director.

## **8. Communication Director**

- 8.1 Post online news items resulting from provincial executive meetings and the annual general meeting, specialization and/or local updates, write-ups and photos of scholarship and award winners, curriculum updates, resource materials, dates and information about upcoming events and other newsworthy material as required from time to time, etc.
- 8.2 Maintain contact with specialization representatives (vice-president and professional development) to facilitate electronic submissions for the website.

- 8.3 Maintain the council's website.
- 8.4 Attend ATA training session for specialist council editors.
- 8.5 Keep archived website posting file up to date for the successor.
- 8.6 Submit to each executive meeting a report and to the president by March 1 an annual report outlining the year's events as newsletter editor.
- 8.7 Maintain newsletter editor's binder and files, archiving as appropriate.
- 8.8 Coordinate the production of special publications.
- 8.9 Modify and maintain the CTS Council website as required in consultation with the ATA. Ensure proper functioning of all aspects of the web site, including ongoing viability of web creations and data.
- 8.10 Adhere to the council's mission statement and goals when modifying or publishing content to the council web site.
- 8.11 Maintain membership database with membership director.
- 8.12 Maintain contact with specialization representatives for posting of workshops to the council web site.
- 8.13 Work with the conference committee to post conference information in a timely manner.
- 8.14 Modify and maintain as required conference registration system.
- 8.15 Train appropriate conference committee members for Web postings.

## **9. Membership/Public Relations Director**

- 9.1 Promote membership to teachers.
- 9.2 Coordinate promotional activities to raise awareness of council activities with members.
- 9.3 Supervise production and distribution of promotional items.
- 9.4 Coordinate recruitment in all membership categories.
- 9.5 Assist staff at Barnett House to maintain accurate membership lists.
- 9.6 Advise ATA of award recipients with free memberships and arrange billing to grant account.
- 9.7 Contact individuals with lapsed memberships.
- 9.8 Provide membership list to secretary and president upon request.
- 9.9 Keep separate list of life members who have terminated subscription services.
- 9.10 Maintain a list of all award and scholarship recipients.
- 9.11 Maintain membership database with the ATA.

## **10. Alberta Education Liaison**

- 10.1 The Alberta Education representative for Career and Technology Studies acts as liaison between the Department and the council.

## **11. University Liaison**

- 11.1 The university liaison acts as liaison between the universities of Alberta and Career and Technology Studies Council.

- 11.2 Maintain liaison with university student associations at Alberta faculties of education.
- 11.3 Promote membership to university students.

## **12. Provincial Executive Council Liaison**

- 12.1 The member of Provincial Executive Council acts as liaison between Provincial Executive Council and the council.
- 12.2 Be knowledgeable about the objectives, operation and program of the specialist council.
- 12.3 Publicize council activities to prospective members and enhance the council's status among Alberta educators.
- 12.4 When necessary, present and support the specialist council's concerns and requests to PEC.

## **13. ATA Staff Advisor**

- 13.1 Liaise between the council and Barnett House in matters involving the update of executive lists, printing and distribution of council materials including journals, newsletters, brochures, posters, and preparation of membership lists and financial arrangements; vet publications with respect to ATA policy and facilitate copyright clearances.
- 13.2 Assist with completion of annual report and financial audits including conference activities.
- 13.3 Advise on policy matters related to
  - 13.3.1 council operation at the provincial and regional levels,
  - 13.3.2 regulations and guidelines,
  - 13.3.3 financial affairs,
  - 13.3.4 recommendations and submissions to Provincial Executive Council and
  - 13.3.5 the constitution.
- 13.4 Review conference contracts for facilities and keynote speakers.
- 13.5 Advise and assist in developing plans and selecting professional development activities for members.
- 13.6 Assist with the efficient, accurate and businesslike operation of the council in the conduct of elections, maintenance of complete and orderly records, correspondence, and the sale of publications.
- 13.7 Encourage the council executive to provide high quality service to the council membership through continuous assessment of programs and related activities.
- 13.8 Assist in developing and implementing quality control procedures for effective regional, provincial and national conferences sponsored by the council.
- 13.9 Keep informed about all aspects of the council's operation and, when necessary, provide advice to the council on matters requiring attention.

- 13.10 Communicate pertinent information to the council executive about Association-sponsored activities, Curriculum Committee and Teacher Education and Certification Committee activities, and Alberta Education activities and decisions that could affect council operation.
- 13.11 Receive, review and submit with recommendations any council submission directed to Provincial Executive Council or other organizations to the staff officer in charge of specialist councils.
- 13.12 Arrange for printing of business cards and name tags for executive.
- 13.13 Collect nominations for awards by March 1. Copy and distribute submissions to Awards and Scholarship Committee by March 7.

## **Part E – Duties and Responsibilities of Standing Committees**

### **1. Conference Committee**

- 1.1 The CTS Council executive serves as the Conference Committee with the Conference Director as chair.
- 1.2 The committee shall prepare and present for approval a budget and proposed program at the first executive meeting of the fiscal year preceding the conference.
- 1.3 The committee shall present updated budget and program information for approval at each executive meeting.
- 1.4 The committee shall be responsible for planning and delivering the annual conference including responsibilities for a set of conference accounts.
- 1.5 The committee shall arrange for the annual general meeting to be held in conjunction with the annual conference.
- 1.6 The committee shall arrange a time period for scholarships and awards to be made at the conference or annual general meeting.

### **2. Professional Development Committee**

- 2.1 The committee shall consist of the PD directors.
- 2.2 This committee shall be a subcommittee of CTS and shall be directly accountable to the executive of CTS.
- 2.3 The professional development committee is responsible for:
  - soliciting teachers for teaching materials and methods;
  - developing and disseminating usable curriculum materials;
  - ensuring at least one PD activity per region;
  - maintaining a display board about CTS Council;
  - promoting the CTS Council.
- 2.4 The committee shall be funded from the CTS general account based on the annual CTS budget.
- 2.5 The committee shall coordinate and propose the council's professional development program.

### **3. Awards/Scholarships Committee**

- 3.1 The committee shall consist of the past president (chair) and the five vice-presidents.
- 3.2 The committee shall make the selection of the award recipients in each of the following for ratification by the executive:
  - a. Teacher Excellence Award,
  - b. Outstanding Service Award,
  - c. Distinguished Service Award,
  - d. CTS Scholarship Awards.

- 3.3 The committee shall recommend revisions to the awards or scholarships to the council for consideration.
- 3.4 The committee shall be responsible for:
  - a. publicising award guidelines and soliciting nominations,
  - b. receiving nominations from the ATA Staff Advisor and reviewing nominations,
  - c. recommending successful recipients to executive and
  - d. keeping on file unsuccessful nominations for reconsideration in the following year.

#### **4. Nominating Committee**

- 4.1 The committee shall consist of the past president and five vice presidents.
- 4.2 The committee will be responsible for compiling a slate of candidates prior to the annual meeting; compiling biographies and preparing ballots for the annual meeting.



## **Part F – Appendices**

*In Recognition of Service*

*this is to certify that*

*has served as*  
*Career and Technology Studies Council*  
*of The Alberta Teachers' Association*  
*for the*

Date



President





# **CAREER AND TECHNOLOGY STUDIES COUNCIL**

of The Alberta Teachers' Association

## **Application for Scholarship**

### **Instruction for Applicant**

- You must include the following with your application:
- two letters of reference, one from a teacher and one from another person other than a relative,
- a copy of your most recent university transcript, and
- copies of student teacher reports (if available)

- I. Award being applied for:** (check one)
- |                |                          |           |                          |
|----------------|--------------------------|-----------|--------------------------|
| BIT focus UofA | <input type="checkbox"/> | TMT focus | <input type="checkbox"/> |
| BIT focus UofL | <input type="checkbox"/> | NAT focus | <input type="checkbox"/> |
| HRH Focus      | <input type="checkbox"/> | MDC focus | <input type="checkbox"/> |

### **PERSONAL INFORMATION**

**II. Name of Applicant** \_\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

ATA Student Local \_\_\_\_\_

**III. Permanent Address:** Same as above  , or

\_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

***This application must be completed in full and received no later than March 1.***



5. In your own words, write a descriptive response to the following question:

As a beginning Career and Technology Studies teacher, what goal would you have for achieving teacher excellence as it relates to implementing the CTS curriculum?

---

### Terms of Reference

The Career and Technology Studies Council of the ATA offers scholarships of \$500 annually—two in the focus area BIT, one in each of the specialty areas of HRH, TMT, NAT and MDC. Scholarships will be awarded to students at an Alberta university who best meet the following criteria:

- a. is a student at an Alberta university,
- b. is a senior undergraduate student in the Bachelor of Education or Teacher Certification program, who is majoring in a Career and Technology Studies specialist area and who will be eligible for certification in the academic year in which the award is received,
- c. has satisfactory academic standing combined with potential for excellence in teaching, and
- d. has demonstrated a commitment to Career and Technology Studies through professional related activities.

The applications will be evaluated using the following breakdown and criteria:

Career and Technology Studies activities	25
Other contributions to Career and Technology Studies	10
Community activities	15
Awards and other recognition	5
Aims and goals	5
Letters of reference	10
Academic standing	<u>30</u>
	100

**Mail to: CTS Staff Advisor  
The Alberta Teachers' Association  
Barnett House  
11010 142 Street NW  
Edmonton AB T5N 2R1**

***CAREER AND TECHNOLOGY  
STUDIES COUNCIL***  
of The Alberta Teachers' Association

**CONFIRMATION OF REGISTRATION  
in a Post-Secondary Institution**

NOTE TO STUDENT:

Students applying for the Career and Technology Studies Council Scholarship must provide proof of registration at a post-secondary institution to facilitate this procedure.

Please complete the following and return to student:

This will confirm that \_\_\_\_\_ is currently registered at the  
*Name of Student*

University of \_\_\_\_\_ for the period indicated.  
*Alberta, Calgary or Lethbridge*

Period of attendance: Commences \_\_\_\_\_  
*Month/Year*

Ends \_\_\_\_\_  
*Month/Year*

\_\_\_\_\_  
*Date Completed*

\_\_\_\_\_  
*Signature of Official of Institution*

\_\_\_\_\_  
*Address and Postal Code of Institution*

\_\_\_\_\_  
*Position of Official*

\_\_\_\_\_



***CAREER AND TECHNOLOGY  
STUDIES COUNCIL***

of The Alberta Teachers' Association

**Nomination Form for Awards Program**

- I. Award selected for nomination:**  
(check one)
- Teacher Excellence Award   
(service to a CTS Discipline)
- Outstanding Service Award   
(service to CTS council)
- Distinguished Service Award   
(for a retired to retiring teacher)

**Criteria for Teacher Excellence Award Nominations:**

- years of teaching experience;
- nature of involvement in the Career and Technology Studies subject areas(s);
- professional activities;
- involvement in curriculum development and/or inservice;
- creative input into the instruction of Career and Technology Studies;
- the recipient shall not be a current member of the provincial CTS executive.

**Criteria for Outstanding Service Award Nominations:**

- outstanding service to the council;
- membership with the council will not be necessary;
- leadership;
- curriculum and professional development activities; and
- liaison with other agencies.

**Criteria for Distinguished Service Award Nominations:**

- must be nominated by a member of the council;
- must be a retiring or a retired member; and
- significant contributions to the council and profession.

**II. Name of Applicant** \_\_\_\_\_  
*Surname* *Given Names*

Present Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number: \_\_\_\_\_

**IV. Nominated by:** \_\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

**IV. Information on Nominee**

1. Number of years Nominee has taught in Alberta.

2. Number of years of membership in the specialist council.

3. Describe the qualities of the Nominee that support the specific nomination.

4. Describe how the Nominee has contributed to the advancement of Career Technology Studies.

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*

5. \_\_\_\_\_ Please enclose relevant support documents.

**Mail to: CTS Staff Advisor  
The Alberta Teachers' Association  
Barnett House  
11010 142 Street NW  
Edmonton AB T5N 2R1**

***This nomination must be completed in full and received not later than March 1. Attach supporting material and/or statements, if desired.***



# Career and Technology Studies Council

## Membership Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Local Name and Number \_\_\_\_\_

Alberta Teacher Certificate No \_\_\_\_\_

School Jurisdiction or Employer \_\_\_\_\_



### Geographic Regions

- North West
- North East
- Edmonton and Area
- Calgary and Area
- Central
- Southern
- Out of Province

### Area of Specialization

- BIT  HRH  MDC
- NAT  TMT

### Type of Membership

- Regular \$35
- Student \$0
- Life \$20
- Subscription Service \$40

Detach this portion and mail with a cheque made payable to the **Alberta Teachers' Association** to the ATA at 11010 142 Street NW, Edmonton, AB T5N 2R1.

### Teacher Excellence Awards

Up to four awards may be presented to teachers of excellence. Exemplary classroom teaching, leadership and professionalism are the hallmarks of these awards.

### Outstanding Service Award

This award is presented to an individual, not necessarily a council member, who has contributed in some significant manner to the council.

### Distinguished Service Award

The council member must have contributed to the council and the profession and must have retired. This person must be nominated by a member of the council.

### Scholarships

Scholarships are presented by the council to university students who are education majors in a CTS area. The awards are based on academic standing, contributions to career and technology studies, and community involvement.

# Career and Technology Studies Council

## Membership



Strength Through Diversity

<http://cts.teachers.ab.ca>



The Alberta Teachers' Association



## Mission Statement

Recognizing the diversity of career and technology studies (CTS), we represent and support the ongoing professional needs of our members and promote the CTS program.

## Goals

- To provide CTS educators with knowledge, skills and resource materials to enhance professional practice
- To promote and advocate CTS education within educational institutions, and with outside partnerships and the community
- To represent the interests of CTS teachers on curriculum-related issues
- To develop a strong collective identity for the CTS Council
- To develop a strong communications plan
- To build and maintain membership in the CTS Council

## Conferences

An annual conference is held each spring. It features practical and theoretical sessions related to areas of CTS. There is also ample opportunity to socialize and renew friendships.

## Workshops

At various times, members will be invited to attend workshops of local concern. The format of these workshops varies from travelling workshops to teleconferences, depending on the needs of the members. Members are invited to workshops in their local and surrounding areas. All members are encouraged to organize PD events. See the *PD Opportunities Program* brochure for details.

## Membership

The membership of the council comprises educators from junior and senior high schools, colleges and universities, libraries and businesses.

There is a category to fit everyone.

**Regular Membership**—Active members of the Alberta Teachers' Association and associate members who are ineligible for active membership as specified in ATA bylaws are eligible for regular membership in this council.

**Student Membership**—Full-time university/college students belonging to an ATA student local are eligible for student membership.

**Life Membership**—Retired members of the ATA, as specified in ATA bylaws, are eligible for life membership in the council and are entitled to all the benefits and services of council membership except the right to hold office.

**Subscription Service**—Persons or organizations ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications

as well as other services determined by the council, but does not provide membership in the council. The council shall arrange from time to time on behalf of corporations, and on approval of the executive, the distribution of selected materials to the membership. Any costs associated with this distribution shall be borne by the corporate subscriber.

Membership in the council is valid for 12 months from receipt of payment at Barnett House.

If you have questions regarding eligibility for membership, please call the ATA Professional Development program area at Barnett House at (780) 447-9400 or 1-800-232-7208 toll free.

In making application for membership in a specialist council, you are voluntarily providing your personal information and consenting to its collection, use and disclosure for all purposes connected with your participation as a member of the council.

## Annual No-Cost Specialist Council Membership

As a benefit of active membership in the Association, every active member is eligible to join one specialist council of his or her choice every year at no charge.

Application for a no-cost membership can only be made online on the ATA website ([www.teachers.ab.ca](http://www.teachers.ab.ca)).

Those who wish to join more than one council must pay a membership fee for each additional council they wish to join. Membership fees are listed on the application for membership on the reverse side of this brochure. Make cheque payable to the Alberta Teachers' Association and mail it with the completed application form to the ATA at 11010 142 Street NW, Edmonton, AB T5N 2R1.

### CTS Professional Development Opportunity Application Form

Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Proposed Activity \_\_\_\_\_  
Date \_\_\_\_\_  
Title \_\_\_\_\_  
Audience/Strands covered in the workshop \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Presenter(s)/Speakers(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective/Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Location \_\_\_\_\_

### Budget

#### Revenue

Members @ \$ \_\_\_\_\_/member = \$ \_\_\_\_\_  
Non-members @ \$ \_\_\_\_\_/person = \$ \_\_\_\_\_  
Students @ \$ \_\_\_\_\_/person = \$ \_\_\_\_\_  
Other Revenue \_\_\_\_\_ \$ \_\_\_\_\_  
Total Revenue \_\_\_\_\_ \$ \_\_\_\_\_

Do you require a speaker or facility deposit?

Yes \$ \_\_\_\_\_  No

Special Considerations? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Please submit final revenue and expense statement, including receipts, within 10 days following the activity to the PD Director in your area.*

# Career and Technology Studies Council

## Professional Development Opportunities Program



The Alberta Teachers' Association

## What is a CTS Professional Development opportunity?

The CTS Council has allocated funds for local and/or regional workshops and programs in any CTS courses or combination of courses.

- Agriculture
- Cosmetology
- Fashion Studies
- Foods
- Legal Studies
- Mechanics
- Wildlife
- Energy and Mines
- Fabrication Studies
- Information Processing
- Management and Marketing
- Communication Technology
- Construction Technologies
- Electro-Technologies
- Enterprise and Innovation
- Career Transitions
- Design Studies
- Financial Management
- Forestry
- Logistics
- Tourism Studies
- Community Health

Any member or group of members may organize and receive funds for a workshop or program based on these courses or strands.

A CTS workshop may be an excellent vehicle to meet goals in the Individual Professional Development Plans.

## Planning for Professional Development Opportunity and Activities

- The program is planned by CTS Council members.
- The program meets an identified need of CTS teachers.
- Membership in the CTS Council is promoted through the event.
- Detailed description of the workshop or event is provided. Stress the need being addressed by the proposal.
- To facilitate planning, request labels from Barnett House to send information about the workshop or program to members in your area/region; the *CTS Circular* will advertise the event if it coincides with publication dates.
- Priority is given to professional development activities directed at CTS Council members for cross-strand programs.
- Applicants are urged to include a listing of key organizers, their school jurisdiction, superintendent and principal. The CTS Council would like to acknowledge, in writing, the work of the organizers to respective superintendents and principals.

- PD Regional Directors will be available to assist program planning.
- Organizers of the program attempt partial cost recovery with registration fees.
- Participant numbers can vary—no number is too small to be considered if the program meets an identified need.
- Assessed fees shall be received and forwarded to the CTS Council regional PD director along with expense claims.

## How to Apply for Funds

- Plan an event: workshop or presentation.
- Complete the attached application form including a tentative budget.
- Submit a follow-up evaluation of the event.
- Apply for funds including advance at least three weeks prior to the event.
- Submit evaluations and receipts for payment within 30 days.
- The CTS Council will pay bills approved in the budget and will send a cash advance if necessary.
- One event on each request form.

Apply to the PD Regional Director in your area by submitting the application form and budget. Send form by fax to the nearest PD Regional Director or any executive member. Contact info on Web.

