The Education Assistants of B.C. Society will advocate and promote ongoing professional development and provide a conference dedicated to the work in B.C. classrooms by Education Assistants.

Terms of Reference : EABCS Committees
Policy 1 Education Assistants of BC Society

Policy 1.1 Conference Committee:

Chaired by -Committee members: Executive Director, plus 4-5 members

Chair reports to the EABCS Board of Directors with updates and plans at least 2 times per year. Executive Director oversees all communications and contracts, budgets, social media, communications, administrative duties, documents,

Conference Committee Work Plan
January- pick theme, style, brainstorm presenters
Chair reaches out to presenters.
February- Plan budget, ticket price,
March, -Secured presenters
Chair confirms with presenters
April- Secured presenters
ED writes contracts and sends to presenters
May-Contracts Signed
ED and Chair follow up on returned contracts
June Approval of Brochure
ED produces Brochure or secures admin assistant.
July - August Social Media
September Mailout to schools, start registration.
October Zoom training sessions.

The Conference Committee may choose to host an extra session on pro-d days in April, May or June.

1.2 Program Committee

Chaired by -
Committee members: Executive Director, plus interested board and members.

Chair reports to the EABCS Board of Directors with updates and plans at least 2 times per year.
Executive Director oversees all communications and contracts, budgets, social media, communications, administrative duties, documents,
The Executive Director plans outreach to partners for financial and in-kind donations.

Goal: To provide on demand resources via website and moodle, finished programs are hosted on demand for free for all education assistants.

Workplan:

Plan Topic, research curriculum needs, find partners to present, Projects should be started and executed within a 6-8 month period.

Examples of projects

1. Ethics of Touch,
2. Ethical Practices
3. Literacy and Numeracy toolkits
4. Wellness Tips.
5. Facilitator Training

Partners
Find partners to present, ask Directors of Instruction
Colleges to produce an Alumni Series
Minister of Education Inclusive Education

Scope and Program must be presented and approved by the Board of Directors.

The Executive Director will source project based funding.

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Policy 1.3 Code of Ethics Committee:

Chaired by - Charlene Dobie
Committee members: Executive Director, plus interested board and members

The Executive Director reports to the EABCS Board of Directors with updates and plans at least 2 times per year. Executive Director oversees all communications and contracts, budgets, social media, communications, administrative duties, documents,

Workplan

Committee will meet and determine the scope of the project and research best approach.
This project will require significant funding for experts in the field and will need to be developed over time with opportunities to update.

The Executive Director will source out project based funding.

Policy 1.4 Website / Social Media/ Communications Committee:

Chaired by - Craig Fenton
Committee members: Executive Director, plus interested board and members

The committee chair reports to the EABCS Board of Directors with updates and plans at least 2 times per year.

Workplan

The committee should meet after updating and reviewing the website, check links, check for grammar, links, appropriateness of material.

Craig to provide basic website familiarity in-service to committee members when needed

Committee members are given access to use the CANVA account.
Committee members will be asked to produce branded material for social media

Policy 1.5 Budget and Finance Committee:

Chaired by - Treasurer

Committee members: Executive Director, plus Chair, Co-Chair, Treasurer with consultation from Committees

Reviews financial documentation prior to presentation to members.

Reviews budget requests and plans budget

Works with treasurer and bookkeeper to ensure all Society by-laws are properly documented and followed.

The budget committee oversees the allocation of financial resources for the society and allocates funds accordingly to parts of the organization.

The budget committee produces and updates an organization's budget manual, providing clear rules and guidelines for the budgeting process.

Having a bird's-eye view of an organization's total financial picture, the budget committee is crucial in maintaining fiscal responsibility.

Policy 1.6 Membership Committee:

Chaired by -
Committee members: Executive Director, plus 3 board and or members

Chair reports to the EABCS Board of Directors with updates and plans at each meeting.
Executive Director oversees all work done by the committee

Workplan

Membership committee will form the direction of expanding memberships for the EABCS

This will include recommendations to the Board of Directors for memberships, collecting and storing membership data, promotions for membership, social media for memberships, price of memberships, terms of membership.

Establish when possible personal connections and outreach to membership.