

## **Professional Learning Committee**

### **Terms of Reference**

#### **Purpose of Committee**

The Professional Learning Committee is a BCSSA Board sanctioned Committee that has the overall responsibility for services and activities related to the professional learning of the Association, specifically the Fall Conference, Spring Forum, and the Summer Leadership Academy.

The Committee's work aligns and supports the BCSSA Leadership Competencies and Strategic Plan.

#### **Term of the Committee**

The Professional Learning Committee serves as an ongoing committee of the BCSSA Board of Directors and functions in accordance with the Bylaws of the BCSSA.

#### **Membership of the Committee**

The Committee is comprised of the Professional Learning Chair, one representative from each of the six regional Chapters, and one member representing Indigenous Leadership. Members are responsible for communication between their respective Chapters and the committee, including reporting out at each Chapter on the events related to the organized programs. The work of the Committee is supported by the Executive Director and the BCSSA Staff.

#### **Role of the Committee Chair:**

- The Chair is approved by the Board of Directors and sits as a member of the BCSSA Board of Directors
- Assumes overall responsibility for the functioning of the committee.
- Prepares the agenda and chairs the committee meetings.
- Liaises with the Executive Director and BCSSA staff as needed.
- Prepares the annual Professional Learning report for the Annual General Meeting.

#### **Role of the Committee:**

- Provides leadership and support aligned with the BCSSA Leadership Competencies and the BCSSA Strategic Plan, relating to the terms of reference of the committee.

- Provides leadership to support the professional learning of BCSSA members through leadership and conferences.
- Serves as host at the Spring, Summer, and Fall conferences.
- Seeks input from the Membership on conference themes, presenters, and format.

### **Role of Committee Members:**

Committee members actively promote the BCSSA professional learning program by:

- Promoting and sharing the work of the Professional Learning Committee at each regional Chapter meeting, including reporting on current and future professional learning opportunities.
- Inviting and encouraging all members and education partners (where appropriate) to participate in the professional learning programs of the Association.
- Bringing feedback from the regional Chapter meetings to the Professional Learning Committee.
- Attending all BCSSA professional learning activities and serving as hosts.
- Attending all Professional Learning meetings and contributing to the operational planning related to the conferences.
- Supporting and aligning the Professional Learning Committee work with that of the Membership Services Committee

### **Role of BCSSA Staff:**

The BCSSA staff collectively contribute to supporting the goals of the Professional Learning Committee. Their duties are managed by the Executive Director and support the work of the committee by:

- Providing support to the Professional Learning Committee for events and services
- Coordinating all logistical details, including the planning, preparation, coordination, and delivery of services, programs, and events.