

# Regina Public School Teachers' Association

## 6.1 Committees Policy

**Area:** 6. Committees

**Status:** Draft (2017)

**Approving body:**

**Date of Approval:** N/A

**Resources:** [Devon Peters](#)

### Beliefs:

The RPSTA believes that the use of committees helps to engage more members in the Association, and helps distribute the workload more appropriately.

The RPSTA believes that member committees provide opportunity for teacher voice to be incorporated into the work of the Association as well as provide direction to the Executive.

### Principles:

- The RPSTA Executive may delegate responsibilities to committees to carry out business required on behalf of the Association.
- RPSTA committees consist of people chosen to perform a particular task or function on behalf of the Association
- Committees should seek approval for decisions and larger financial dealings in advance.

### 6.1 Procedures:

#### Committee Regulations

6.1.1. All committees are expected to keep minutes that include:

- 1.1. Dates and times of meetings;
- 1.2. People in attendance;
- 1.3. Records of decisions made and motions passed.

6.1.2. All Committees shall elect/appoint a chair who will be responsible for communications with Executive Council.

6.1.3. All Committees will submit regular minutes to the Executive Council and a summary report annually for the membership at the AGM.

6.1.4. Committees should submit a budget request form to the Executive for the upcoming year.

