



Educator Advisory Council Terms of Reference

Purpose/Context

The Educator Advisory Council (EA) is a group of dedicated school health champions representing the regions of Alberta and beyond. This group comes together to learn from one another and help to inform Ever Active Schools' (EAS) activities and services.

Members will build relationships with other school health champions, fostering connections and relationships while supporting professional development between one another.

Members serve as key informants and associates to support EAS with various projects and activities (see Service Sheet).

Membership

The EA will be chaired by EAS, and membership will be comprised of Health Champions from across Alberta and beyond representing the regions listed below. The regions are mapped out and divided by school jurisdiction in this [document](#) developed by the *Health and Physical Education Council (HPEC)* and the *Alberta Teachers Association*.

REGION	
Region 1 - Southeast	Region 7 - Greater Edmonton
Region 2 - Southwest	Region 8 - Edmonton
Region 3 - Greater Calgary	Region 9 - Central West
Region 4 - Calgary	Region 10 - Northeast
Region 5 - Central	Region 11 - Northwest
Region 6 - Central East	Region 12 - Beyond Alberta

It is the goal to have membership representation across each region, but not mandatory. Membership for any single region could be limited to support representation.

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EAS is committed to equity in its policies, practices, and programs, while supporting diversity in its community, school, and work environments; Ever Active Schools encourages membership of all backgrounds and abilities to participate on the council.

Termination of Membership

Membership in the council is terminated when:

- A. The Member resigns by delivering a written resignation to the Chair, in which case such resignation will be effective on the date specified in the resignation;
- B. The Member is expelled in accordance due to acting outside the code of conduct;
- C. The Member's term of Membership expires; or
- D. The member fails to attend more than 2 meetings in a row, or misses >50% of meetings

Roles and Responsibilities

Ever Active Schools

- Recruit members
- Coordinate meetings and learning opportunities for members
- Remain in contact with members about opportunities to support the organization
- Maintain files
- Support invoicing process and payment procedures

Educator Advisors (members)

- Participate in meetings
- Communicate and respond to requests
- Follow invoicing and payment procedures

Guiding Principles

Respect

Strive to foster an environment characterized by open communication, mutual respect and an appreciation of the diverse backgrounds of the members of the EA and EAS.

Transparency

Members will keep their schools/employers informed on the status of the EA activities. Each member will determine the best means by which to gather and share information with EAS, and back to their schools/jurisdictions.

Confidentiality

The Chair will identify to members when a confidential matter is being discussed or when

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confidential information is being shared with them. It is expected that in those situations, members will maintain confidentiality.

Participation

Members try their best to prioritize participation in meetings. It is understood that some meetings will be missed, but members must attend at least 50% of meetings and not miss more than 2 meetings in a row.

Community

The group will work together to create a feeling of fellowship with one another, sharing common attitudes, interests and goals.

Learning

The Council strives to create learning opportunities for both the members and EAS, always creating space to learn from one another.

Meetings

Overarching:

- All meetings will be held virtually via Zoom. Potential in person meetings might be planned, but advance warning would be provided, and the details co-constructed.

Agenda/Meeting Materials:

- Agendas and meeting materials will be circulated to members of the Council in advance of the meeting when necessary.
- Items not on the agenda may be discussed at the meeting with the approval of the Chair.
- All meetings will have the goals of:
 - Capturing teacher voice to support our products and services
 - Sharing opportunities where support is needed
 - Professional development for the members

Scheduling:

- Meetings times and dates are TBD by the membership group and Ever Active Schools
- Meetings will occur every two months and will be 1.5-2.5 hours in length

Minutes/Documentation:

- A meeting summary will be prepared after each meeting that highlights the main information shared in the meeting.

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