



British Columbia Teaching & Learning Council Officers of the Executive - Duties and Responsibilities

Chair (1 year non-renewable term)

Description of Duties and Responsibilities

The Chair (or Co-Chairs) undertakes the primary leadership role in the Council's Executive. The Chair is responsible for the front-line communication with all members, as well as filtering and sending requests to members from affiliated organizations. This role oversees the activity and content of the BCTLC website, but engages Officers of the Executive to be responsible for content and updating of pages/areas of the site. The Chair is also the primary point of contact for all requests, main decision-maker when not able to have input of the Officers of the Executive and serves as the front-face of the Executive and Council. The Chair creates agendas for all meetings of both the Executive and Full Council, arranges meeting dates and time and sends out agendas, minutes and associated materials to all members. This role ensures the BCTLC Constitution is current and interpreted appropriately by all members, updates and seeks approval from membership for any changes. The Chair oversees all the Action Groups and their activity, provides input and suggestions for future work and arranges for Action Groups to report out, undertake actions and connect with members. The Chair may also head up an Action Group, initiative or activity.

Past-Chair (1 year non-renewable term)

Description of Duties and Responsibilities

The Past-Chair is responsible for chairing the Nominating Committee including obtaining two other members from Council from the Fall Council Meeting to be on the committee. The Past-Chair coordinates activity around presenting a slate of nominees, undertaking an election if more than one person is seeking a role and oversees the elections of incoming members. The Past-Chair also works with nominees to ensure they are aware of role and duties, as well as the Constitution's components. The Past-Chair leads an Action Group, prepares summaries and updates on activity and engages in a leadership role in any other initiatives. This role will also prepare appropriate documentation of activity to share with incoming Past-Chair(s) for succession planning purposes. The Past-Chair will be responsible for portions of the website that relate to these duties, but also other areas/pages as directed by the Chair.

Chair-Elect (1 year non-renewable term)

Description of Duties and Responsibilities

The Chair-Elect maintains minutes of all meetings (Executive, Fall and Spring Council, plus any other online or face-to-face meetings), shares with Executive for final edits and posts on the website. The Chair-Elect organizes all communications with the Officers of the Executive and for the full membership. This role also works closely with the Community Liaison Member to ensure there is a current list of all Council members with contact information and roles for the Chair to use for communication. The Chair-Elect will also lead an Action Group, prepare summaries and updates on activity and take a leadership role in any other initiatives. This role also fulfils the Chair's (Co-Chairs') duties should they be either unable to attend or absent. This role will also prepare appropriate documentation of activity to share with the incoming Chair-Elect for succession planning purposes.



The Chair-Elect will be responsible for portions of the website that relate to these duties, but also other areas/pages as directed by the Chair.

Member-at-Large *(2 year non-renewable term)*

Description of Duties and Responsibilities

The Member-at-Large role takes on a leadership role in working on an Action Group or other initiatives undertaken by the Council. This role reports on activities, prepares a summary and updates, engages with members and supports the work of the other Council members. This role could also assist other Officers of the Executive in their duties and activities to provide additional support. The Member-at-Large will be responsible for portions of the website that relate to these duties, but also other areas/pages as directed by the Chair.

BCTLC Community Liaison *(ongoing term filled by appropriate Professional Learning BCcampus member)*

Description of Duties and Responsibilities

The BCTLC Community Liaison acts as a conduit between the BCTLC Executive and BCcampus around all activity BCTLC is proposing (especially around financial and human resources, seeking appropriate approval/input and guidance on next steps, booking activities etc.). This role also acts as a liaison between BCTLC and other organizations (e.g., ETUG, BCTLN, Just ID Group) via the Chair(s) to share information, provide details on what groups do, and suggest mutual benefits for connections. The BCTLC Community Liaison is responsible for ensuring the BCTLC Membership is current and updates the group email list, manages full member spreadsheet of contact details. This role also works to ensure all files and documentation are managed, stored and accessed appropriately and in line with style guides and guidelines. This Member will also work with BCcampus to assist with technology to bring people in from afar for meetings and activities through various appropriate technologies. The BCcampus Liaison role will be responsible for portions of the website that relate to these duties, but also other areas/pages as directed by the Chair.