



## **MRSSA Committee**

### **Terms of Reference**

**Committee Name:** Education, Development and Training (EDT)

#### **Committee Membership**

This committee consists of five (5) to seven (7) members who are elected by the membership. If not enough members are elected, the MRSSA Executive may make recommendations to the MRSSA President for appointments.

#### **Mandate**

The EDT committee reports to the MRSSA Executive and it is accountable to the Executive and the MRSSA membership. The mandate of this committee is to administer the distribution of the \$44,000 annual grant provided by the University for the purpose of reimbursing the tuition/fees paid by MRSSA members who have participated in education, development and/or training activities as outlined in Article 28.1 (a) of the Collective Agreement. The EDT Committee is also responsible for administering the distribution of the \$10,000 annual grant provided by the University for the purpose of providing bursaries for children and/or spouses of MRSSA members as outlined in Article 29.1 of the Collective Agreement. Finally, the EDT committee is also responsible for administering the distribution of the \$33,000 annual grant provided by the University for the purpose of providing bursaries to MRSSA members in good standing as outlined in Article 29.2 of the Collective Agreement.

#### **Specific goals**

The EDT committee is responsible for the following:

1. ensuring equity and timeliness when allocating and distributing funds to applicants
2. ensuring all applications are checked, reviewed and processed based on current EDT guidelines and,

3. ensuring all EDT guidelines, policies and procedure are kept current and reflect the letter and spirit of the collective agreement.

As well, EDT Committee members are encouraged to improve the efficiencies and the effectiveness of the operation of the committee.

### **Roles and Responsibilities**

Division of roles and responsibilities is determined annually by the members of the EDT Committee.

### **Communication and Record Keeping**

The MRSSA Administrative Assistant will carry out the following for the committee:

- receiving the applications in the MRSSA office
- returning incomplete or incorrect applications
- emailing reminders to applicants to submit a completion form
- informing applicants when to expect reimbursement
- informing MRSSA members of EDT due dates
- answering questions about funding, policies and reimbursements

These communication activities will occur primarily by email which the MRSSA Administrative Assistant will archive on a regular basis.

All other action items including activities that committee members are to complete will be recorded in the meeting minutes.

EDT Committee members and/or the MRSSA Administrative Assistant will communicate with the MRSSA members through email about applying for funds and any decisions the committee makes about an application.

One EDT committee member must be also be a member of the MRSSA Executive and will update the Executive on committee business on a monthly basis.

Minutes will be taken at every meeting and will reflect the actions and the decisions made by the committee. A hard copy of these minutes will be kept in a binder and an electronic copy kept in the MRSSA folder on the University's network drive.

At the beginning of each academic year, the EDT Committee will set the percentage for the amount to be reimbursed to an MRU Department when the Department pays the cost for a member to take a course or workshop, or attend a convention. It will apply to both EDT-General fund (green form) and the Bursary fund (salmon form).

### **Frequency of Meetings**

The committee meets once a week on a day mutually agreed upon by the EDT Committee members. Up to seven (7) members of the EDT committee shall receive one (1) hour release time per week as per Article 7.2 (e) of the Collective Agreement.

### **Resources and Budget**

- **\$44,000 General Funds** - The MRSSA EDT Committee administers this fund on behalf of the MRSSA. Every year the EDT committee will recommend how much money is allocated for each semester. The fund is for the purpose of work-related conferences and non-credit courses in the areas of recreation, leisure or personal improvement as described in Article 28 of the Collective Agreement.
- **\$10,000 Dependent Bursary** – The MRSSA EDT Committee administers this fund on behalf of the MRSSA as per Article 29.1 of the Collective Agreement.
- **\$33,000 MRSSA Member Bursary**– The MRSSA EDT Committee administers this fund on behalf of the MRSSA as per Article 29.2 of the Collective Agreement.

### **Governance**

Funding is approved or denied based on guidelines set out in the Collective Agreement and on application forms (salmon, green etc). If an application requires input by all the committee members, each member will have a chance to review the application; a brief

discussion will take place, followed by a vote and the majority of the vote will stand; also, the result is noted in the meeting minutes.

If a member of the EDT Committee enrolls in a course or a workshop and applies for reimbursement, his or her application is processed by other committee members and then signed off by the MRSSA President. In the event there is a dispute about the eligibility of the course, the MRSSA President or non EDT Committee Vice-President will adjudicate.

### **Appeals**

Applicants who are not satisfied with a decision made by the committee are encouraged to appeal in writing to the MRSSA President.

### **Additional Notes**

As outlined in Article 28 and 29 of the Collective Agreement, the EDT committee must submit by July 15th of each year to the Associate Vice President, Human Resources, a report that outlines, in detail the allocation of the annual \$44,000 grant. This report must be reviewed and approved by the MRSSA Executive prior to submission to the Vice President, Human Resources.

As well, the EDT Committee shall provide the Department of Human Resources a list of bursary recipients within 60 working days of the end of the summer, fall and winter semesters and no later than June 30 following the spring semester.

Please see Articles 28 and 29 in the MRSSA Collective Agreement with the Board of Governors of Mount Royal University for applicable details and obligations.