

## Executive Committee Terms of Reference

Approved September 2019

### **Purpose:**

The Executive Committee acts on behalf of the members of the Association to promote planning, development, research, and evaluation of education in the Ontario school system. As part of its mandate, AERO-AOCE highlights the contribution and value of research in school boards and is prepared to assist any school board in Ontario to explore the benefits and processes for establishing a research unit.

### **Functions:**

1. Oversees that the policies and legislation of the Assembly are put into effect.
2. Assists the President in carrying out the affairs of AERO-AOCE between meetings of the Assembly.
3. Oversees the planning of the AERO-AOCE Fall Conference, Spring Special Interest Group (SIG) and other events.
4. Oversees the administration of the AERO-AOCE Professional Learning Grant.
5. Supports the AERO-AOCE committees (Professional Learning; Communications and Partnerships; Research and Resources).
6. Ensures effective governance of the Assembly as guided in the AERO-AOCE Constitution.

### **Members:**

1. The President, Past-President, Vice-President, Treasurer and at least one but not more than five members-at-large shall be elected by simple majority vote from active and associate members of AERO-AOCE.
2. No more than two of the Executive to be from any one Ontario school board.
3. The President acts as Chair of the committee.

### **Length of Term:**

President, Vice-President, Past-President, and Treasurer: a minimum two-year term coinciding with their term in office.

### **Frequency of Meetings:**

The committee meets every month from the end of August to June, with three members of the Executive constituting a quorum.

### **Duties and Responsibility:**

1. The Executive Committee reports to the Association members at the Annual Business Meeting. Additional information or updates may be communicated via e-mail, the AERO-AOCE website, social media when appropriate.
2. All meetings shall be documented, with minutes circulated and preserved in the AERO-AOCE Google Team Drive.