



DATE September 3, 2019

TO Unit Presidents
 OTF Governors

COPY Provincial Executive
 Provincial Office

FROM Mary Lachapelle, Deputy General Secretary

SUBJECT Program and Structures Committee Appointment

The Provincial Executive is now receiving applications from the membership-at-large for two appointments as per By-law 2.92.3 for a two year term.

Program and Structures Committee

2.92 The program and structures committee shall be composed of:

- 2.92.1 three members of the council of presidents elected biennially by the council of presidents at its spring meeting as per 2.67;
- 2.92.2 two members of the provincial executive; and
- 2.92.3 two representatives from the membership-at-large who shall be appointed by the provincial executive.

The terms of reference of the committee are:

- 4.193 to review one department per year as determined by the provincial executive;
- 4.194 to review the department's programs for the period between reviews;
- 4.195 to review the sections of the Association handbook applicable to that department;
- 4.196 review the terms of reference for committees, networks, work groups, project teams and task forces associated with that department;
- 4.197 to make a report to the provincial executive including recommendations and to monitor the implementation plan;
- 4.198 to review the status of the previous year's report to the provincial executive;
- 4.199 to address additional parameters as assigned by the provincial executive.

Interested members can be directed to the Members' Area of www.catholicteachers.ca to complete the online application or through the following link:

<https://www.cvent.com/d/cyqtmq>

The deadline for applications is 5 p.m. on **Friday September 20, 2019**.

ML/ko