

**GUIDELINES FOR THE  
F.T.A./F.S.D. LIAISON COMMITTEE  
REVISED**

**1. DEFINITION AND PURPOSE**

The Liaison Committee is a joint committee of the Association and the Division. The purpose of the Liaison Committee is to discuss issues of mutual interest in order to come to a better understanding. The committee is designed to provide a regular and open line of two-way communication to be conducted in a positive and proactive atmosphere. Recommendations will be arrived at through a working consensus model.

**2. GENERAL OBJECTIVES**

- a. Improve relations amongst teachers, administrative staff, and the Board.
- b. Build a high level of morale within the Division.
- c. Improve the general effectiveness of the Division in realizing its Mission Statement.
- d. Promote effective communication, mutual respect and understanding amongst teachers, administrative staff, and the Board.
- e. Discuss educational needs, trends and innovations with respect to their implications.
- f. Make recommendations to appropriate parties concerning matters dealt with by the committee.

**3. MANNER OF OPERATION**

- a. The Liaison Committee will be composed of representatives of the Division including trustees and administrative staff and Table Officers of the Association. Other people, as appropriate and mutually agreed upon, may attend these meetings.
- b. The committee will meet at least four times a year.
- c. The Division shall bear the cost of its members and the Association shall bear the costs of its members.

- d. Minutes, once mutually agreed upon, shall be sent to all the members of the committee and to the F.T.A. Secretary.
- e. The committee chairperson for each meeting should alternate between the Association and the Division.
- f. The agenda for each meeting shall be prearranged by the F.T.A. Vice-president, or designate, and the Chief Superintendent at least three (3) days before the scheduled meeting.
- g. Expenses of committee members shall be borne by their respective groups.

#### **4. GENERAL**

- a. Effective operation of the committee must be based on trust, respect and a mutual desire to work together.
- b. A working consensus model shall be used and is defined as a method of arriving at a general group agreement.
- c. Meetings should be conducted in a business-like manner.
- d. Each representative should be guaranteed “parliamentary immunity” or freedom to perform their committee functions in good faith without fear of jeopardizing working relations.
- e. The establishment and operation of the committee shall be without prejudice to the collective bargaining process.

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