

AUTHORITY

STF Policy 2.7 Professional Growth Networks

PURPOSE

To outline the establishment and operation parameters for the Professional Growth Networks Advisory Committee (the “Advisory Committee”).

ROLES AND RESPONSIBILITIES

The **chairperson** of the Advisory Committee is responsible to conduct meetings of the Advisory Committee and take a leadership role in the delivery of programs and activities of the Advisory Committee.

The **Managing Director, Member Services** coordinates Federation support for professional growth networks (“PGNs”) to ensure Federation services are available for networks, confirms requirements have been met prior to final payment for approved grants, administers the budget, reviews bylaws prior to approval by the Advisory Committee and ensures an annual report is provided to the STF Executive.

The **administrative assistant(s)** supports the PGN program and the Managing Director, Member Services.

Terms of Reference

The Advisory Committee shall support PGNs by:

1. Promoting awareness and understanding of PGNs within the teaching profession.
2. Providing information and responding to requests or questions about Federation policies, procedures and services.
3. Addressing issues of common concern.
4. Taking a lead role in planning programs or activities for PGN executives.
5. Screening special project grant applications and recommending projects for approval by the STF Executive.
6. Making recommendations to the STF Executive regarding the establishment or dissolution of PGNs.
7. Making recommendations to the STF Executive regarding PGN constitution amendments and new constitutions.
8. Ensuring PGNs meet their annual criteria for affiliation and grants.
9. Reviewing special project grants, constitutions and membership information.
10. Developing recommendations on behalf of PGNs to the STF Executive.
11. Providing an annual report to the STF Executive.

Membership

1. The Advisory Committee is a standing committee of the STF Executive and is comprised of up to nine members consisting of:
 - a) Five PGN representatives.
 - b) Two Federation staff members, including one staff member from Professional Learning.
 - c) Managing Director, Member Services.
2. The selection process for the five professional growth network representatives includes the following:
 - a) Opportunities to serve on the Advisory Committee are achieved through an application process.
 - b) Professional growth networks are encouraged to support members when applying for a position on the Advisory Committee.
 - c) A representative must be a member of the Federation and a professional growth network.
 - d) Principles of equity and diversity apply to all Federation standing committees.
 - e) When unforeseen vacancies occur, the Advisory Committee may recommend to the STF Executive that the position be filled in accordance with the above structure or remain vacant until the representative's current term ends.

Term of Office

The term of office for the five representatives from PGNs is three years and each year runs from July 1 to June 30.


Meetings

The Advisory Committee must meet at least three times per year from July through June.

Report to the STF Executive

The Advisory Committee is required to provide an annual report to the STF Executive that summarizes its work. This report should refer to the Advisory Committee's terms of reference and is provided near the completion of the Federation's fiscal year in June.

APPROVAL

Policy Code: MEM-Professional Growth Networks Advisory Committee-2023	
Authority to Approve	Executive Director
Signature	
Approval Date	July 22, 2021
Owner	Managing Director, Member Services
Curator	Managing Director, Member Services
Recommended by	Operational Policy Review Committee
Version History	2015, 2019, 2021, 2023

RELATED INFORMATION, POLICIES AND FORMS

Policies

- Operational Policy MEM-Professional Growth Networks Establishment-2023
- Operational Policy MEM-Professional Growth Networks Grants-2023
- STF Bylaw 5 (Committees)

Processes

- Professional Growth Networks [Online Toolkit](#)