



TESL CANADA BOARD – TCEF COMMITTEE 2025

Terms of Reference

Start Date: January 2025

Finish Date: December 2025

Committee Name: TESL Canadian Educational Foundation

Directors:

Judy Sillito (TCEF Committee Chair)	Nicola Sattler (Interim Treasurer)	Aman Khan (PD Committee Chair)
Leo Etchegary (TEAL Representative)	Joy Lin Salzberg (Community Member)	Sofia Elgueta (ATEAL Representative)

Mandate:

The role of the committee is to:

1. Promote the teaching and learning of English as an additional language by facilitating professional learning grants that are aligned with TESL Canada's vision, through the development, management, and distribution of grants. The grants for the year include 4 grants (two in spring and two in fall), valued at \$300.00 each.
2. Promote the teaching and learning of English as an additional language by facilitating the offering of one scholarship to a TESL Canada recognized teacher training program (e.g. Standard 1, Standard 2, Standard 3), valued at \$500.00.
3. Manage the grant, scholarship, and award funds through various fund-raising activities.
4. Publicize and award the grants and scholarship to eligible candidates at face to face and/or virtual conferences or events held by TESL Canada affiliate organizations.
5. Promote the field of English as an additional language by collaborating with other TESL Canada committees to offer awards, to a maximum of \$200.00, to eligible candidates based on defined criteria.
6. Maintain accountability measures so that the grants, scholarship, and awards are used for their intended purpose.
7. Abide by the TCEF By-laws in all dealings and submit an annual report to BC Charities in November of each year.
8. To hold, invest, administer, and distribute funds and property for the purposes of the society as presently set out and for such other organizations as are "qualified donors" under the provisions of the Income Tax Act and for such other purposes and activities which are authorized for registered charities under the provisions of the Income Tax Act. The directors in their sole and absolute discretion may refuse to accept any bequests, trusts, funds, or

- property; and
9. To do all such things as are incidental and ancillary to the attainment of the purposes and the exercise of the powers of the Society.

Goals and/or Objectives:

1. Explore possibility of a separate email to receive donations via e-transfer.
2. Partner with other TESL Canada committees (e.g., Professional Development, Outreach) to discuss possibilities for fundraising.
3. Discuss fundraising possibilities with TESL Canada affiliate organizations. Support their conferences with value-added options (e.g., sponsorship of their conferences in the form of silent auctions, etc.).
4. Create a seamless process for receiving donations, issuing receipts, and thanking the donors.
5. Create a policy for unclaimed grants and scholarships.
6. Monitor the need for an award.
7. Create or update original (if found) procedure manual to preserve institutional knowledge for future chairs of this committee.

Meeting Schedule:

Ad hoc when projects require work.

Committee Members Responsible for Project Areas:

The entire committee will ensure that funds are awarded by conducting the following activities:

- a. create criteria for grants, scholarships, and awards
- b. publicize grants, scholarships, and awards
- c. review submissions
- d. choose recipients

Outcomes Predicted for the Year:

1. Distribute funds (four grants valued at \$300.00 each, two in spring and two in fall).
2. Distribute one scholarship fund valued at \$500.00.
3. Collaborate with other TESL Canada committees to offer awards, to a maximum of \$200.00, to eligible candidates based on defined criteria.
4. Collaborate with other TESL Canada committees to plan for fundraising activities.