



## Professional Development Committee – TESL Canada, Canada

### Terms of Reference (ToR)

**Start Date:** Feb. 2023

**Finish Date:** December 2023

**Chair:** Aman Khan

**TESL Canada Strategic Plan Alignment:** The PD committee goals are best aligned with TESL Canada strategic plan (2023-2028) value#2

- *Requiring teacher training programs to provide professional development to Inservice teachers.*
- *Recommend that employers seek employees who have taken at least 25 hours of PD in the past five years, and actively encourage current employees to engage in at least 5 hours per year.*

#### Members:

Paula Kristmanson (Board, NB)– Past President

Kathy Whynot (Board, NB) – Vice President

Aman Khan (Board, ON) – PD Committee Chair

Judy Sillito (Board, AB) – SLNN- Co-Chair

Dora Di Lullo (Board, ATESL rep, AB)

Nicola Sattler (Board, rep, NS)

Daniel Green – (Board, BC)

Hedia Hizaoui – Community Member (QC)

**Mandate:** The role of the committee is to:

- Help expand the reach of professional development opportunities for TESL Canada members across the country
- Promote ongoing PD initiatives to TESL Canada members.

#### Goals and Objectives

- To provide professional opportunities for teachers across the country, either by sponsoring or supporting events through provincial organizations or by using video conferencing technology (Recommend topics, speakers, and/or moderators for the workshops)
- To assist TESL Canada’s staff in keeping the webpage ( Upcoming Professional Learning Opportunities)
- To support the publication and promotion of the TESL Canada Connects newsletter
- To produce PD Corner Write-ups for TESL Canada Connects( based on TESL Canada’s Members’ topics of interest)
- When helpful and appropriate, support and/or collaborate with other TESL Canada committees on shared goals

**Meeting Schedule:** Monthly via Zoom/Teams/ or Email

#### Administrative Support Required from TESL Canada

- Update links on TESL Canada website
- Assist with promotion of initiatives
- Act as a central communication hub
- Provide technical assistance, as needed, pertaining to online PD (Zoom, Teams, etc.)
- Provide small budget if funds permit

#### Outcomes Predicted for the Year 2023

- Establish a functioning PD committee with an actionable PD plan
- Organize and implement ongoing PD activities ( Offer at least 3 webinars per year)
- Support TESL Canada Connects – Newsletter ( 3 PD Corner Write-ups yearly)