



TESL CANADA
Teachers of English as a Second Language - Canada

Professional Development Committee – TESL Canada

Terms of Reference (ToR)

Start Date: July 2025

Finish Date: June 2026

Chair: Aman Khan

Strategic Plan Alignment

The goals of the Professional Development (PD) Committee align with TESL Canada's Strategic Plan (2023–2028), specifically focusing on:

❖ Strategic Priority #2: Fostering Continuous Professional Growth

- *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.*

Recommended Plan

- Encouraging ongoing learning and development for educators and professionals.
- Supporting initiatives that require or recommend a minimum number of PD hours for in-service professionals.
- Promoting a culture of lifelong learning through accessible and inclusive PD opportunities.

Members

- Dora Di Lullo (VP – TESL Canada) – AB
- Dian Henderson– (Board Member) Standard Committee Chair – BC
- Esther Zhen – Board Member, PR and Outreach Committee Chair – NS
- Jean Charlebois – Board Member, [Rep, TESL NB] – NB
- Rania Ghaly – Board Member, [Rep, TESL NS] – NS
- Rita Andraous – (Board Member) – NS
- Aman Khan – PD Committee Chair, ON

Mandate

The PD Committee is responsible for:

- Expanding access to professional development opportunities across the organization's network.
- Promoting and supporting ongoing PD initiatives that align with member needs and strategic goals.
- Encouraging collaboration and knowledge-sharing among professionals.

Goals and Objectives

1. Professional Learning Opportunities

- Organize and support PD events (e.g., webinars, workshops, conferences) in collaboration with regional or partner organizations.
- Recommend relevant topics, speakers, and moderators for PD sessions.

2. Digital Presence and Resources

- Collaborate with staff to maintain and update the PD section of the organization's website.
- Curate and share resources, recordings, and upcoming event listings.

3. Communications and Publications

- Contribute to newsletters or bulletins with PD-related content.
- Produce "PD Spotlights" or write-ups based on member interests and feedback.

4. Cross-Committee Collaboration

- Work with other committees to align PD efforts with broader organizational goals.
- Support joint initiatives where appropriate.

Meeting Schedule

- Monthly meetings via Zoom, Teams, or email correspondence.
- Additional meetings may be scheduled as needed to support event planning or urgent initiatives.

Administrative Support Required

- Website updates and technical support for online PD platforms.
- Promotion of PD events through newsletters, social media, and email campaigns.
- Budget allocation for speaker honoraria, platform subscriptions, or event logistics (as available).
- Centralized communication support for event coordination.

Expected Outcomes for the Year 2025-26

- Establish a fully functioning PD Committee with clear roles and responsibilities.
- Deliver a minimum of 3 high-quality PD events totaling 5 hours annually (aligning it with a TESL Canada' strategic plan).
- Contribute at least 3 PD-related articles or features to organizational communications.
- Increase member participation in PD activities through both engagement and contributions.