

V.I.W. C.U.P.E. Local 2769 – Professional Development Committee

Terms of Reference

The CUPE Professional Development Committee was established to develop guidelines for the administration of Professional Development funds for CUPE Local 2769 employees in regular or temporary assignments.

Objective:

All professional development requests should be assignment related, designed to enhance job performance, and serve as many people as possible.

Role of Committee:

- The committee will have up to six members. All appointments and decisions will be made by committee consensus.
- The committee will appoint a Chairperson to call the meetings, arrange for minute taking, and distribution.
- All proposals will be approved by the Chairperson and one other Committee member.
- The committee will meet once a year to review Pro-D proposals and activities
- CUPE 2769 treasurer will administer the funds based on the direction of the Committee Chairperson

Allocation of Funding:

1. All applications will be approved by the Chairperson and one other committee member. The request will be circulated by e-mail to other committee members for information purposes.
2. All proposals shall be considered on a first come first serve basis, and the committee will exercise due diligence to accommodate all proposals.

Working Committee:

Each worksite may have a representative to gather input from their worksite members and report to the Committee.