



By-laws and Appendices

Approved: May, 2015

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2: Divisions and Departments

Within each Division, the Chair of each Division will report back to the OCTE Executive seeking support and approval of all directions.

Divisions:

- 1) **Administration:** In addition to the duties outlined in Article 5, Section 1, of the Constitution, the Chair of the OCTE Executive will be responsible for monitoring and providing recommendations to the executive for the following departments:

Departments:

- Advisory
- Financial
- Insurance
- Archival
- Legal
- Procurement

- 2) **Communications:** The Vice-Chair responsible for the Communications Committee will provide a forum for the open and productive interchange of ideas and viewpoints in all aspects of elementary Science and Technology and Secondary Technological Education. The Communications Committee Vice Chair will also be responsible for overseeing and providing direction to Department Leaders for the following:

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Departments:

- Advertising and Marketing
- Social Media
- Publications
- Website

- 3) **Policy and Standards:** The Vice-Chair responsible for the Policy and Standards Committee will advocate for the best interests of Elementary Science and Technology and Secondary Technological Education, with Provincial Ministries, the Ontario College of Teachers, Federations, Faculties of Education, Business and Industry partners and affiliate associations. The Policy and Standards Committee Vice-Chair will also oversee and provide direction for the following Departments. Where appropriate, the Vice-Chair may assign Department Leaders responsible for administering each.

Departments:

- Constitution and By-laws
- Standards of Practice
- Education Act
- Ontario Occupational Health and Safety Act

- 4) **Human Resources:** The Vice Chair responsible for the Human Resources Committee will provide an opportunity for its membership to assist in shaping the future of technology education in Ontario's Elementary and Secondary schools. The Human Resources Committee Vice-Chair will also be responsible for the management of appointed and hired personnel. This includes recruitment, hiring, reviewing, and the advancement of personal growth of each. The Vice-Chair will also provide support and direction in acknowledging achievements (eg. Awards).

Departments:

- Membership/Administration
- Remunerations for Services (see By-law Article 10.2)
- Posting and Hiring (eg. Membership Secretary, Conference Coordinator)
- Awards

- 5) **Education (Elementary and Secondary):** The Vice-Chair responsible for the Education Committee will provide in-service and upgrading opportunities for its members through a schedule of seminars and conferences; establish links with educational venders and service providers in developing a network of educational benefits to OCTE members. The Vice-Chair of the Education Committee will also oversee, liaise, and provide direction for the following Divisions. Committee Leaders will be appointed or hired as appropriate.

Departments:

- Resource Development (eg. unit/lesson planning for OCTELab)
- Contracted Projects (eg. MoE SafetyNet)
- Professional Development (eg. Conference, Elementary Committee, Exhibitor Co-ordination)
- Industry (eg. resources, products, services)
- Post-Secondary Education (liaisons)
- Affiliated Associations (liaisons)

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- 6) **Formation of AD Hoc Committees:** From time to time it may be deemed necessary for the OCTE Executive to establish an Ad Hoc Committee. The purpose of establishing an Ad Hoc committee is for the completion of a specifically mandated goal within an established time frame. It generally signifies a solution designed for a specific problem or task, non-generalizable, and not intended to be able to be adapted to other purposes. The committee, upon completion of its work then ceases to exist. Members may be drawn from the existing membership but could also include the recruitment of recruit outsiders if it is covering a new or unfamiliar issue.

Appendix 1:

BY-LAWS FOR THE ONTARIO COUNCIL FOR TECHNOLOGY EDUCATION

Reviewed, Revised, and Approved May, 2015

The By-Laws and accompanying Appendices are considered to be an addendum to the Constitution for the Ontario Council for Technology Education, hereafter referred to as O.C.T.E. These By-Laws and Appendices are to provide operating procedures to issues, policies, and directions not covered within the body of the Constitution for O.C.T.E. The same directions outlined for the Constitution will guide amendments to the By-Laws.

Article 1: Membership

The O.C.T.E Executive, following written notice to the member or organization, reserves the right to deny or suspend membership to any person or organization who, in a majority consensus of the Executive, is not acting responsibly within the mandate of O.C.T.E. The member or organization has the right to appear in a closed private session before a quorum of the core executive to appeal the decision. A simple majority of votes of those in attendance and/or electronically connected will apply.

Article 2: Disputes

Any person(s) or organization(s) that is in dispute with the decisions of the Executive, if requested, shall be given an audience with a quorum of the Executive in attendance and/or electronically connected to appeal the decision. The results of a secret ballot, conducted in the presence of the person(s) or organization, shall be binding.

Article 3: Voice for O.C.T.E.

No one person or persons from the Executive or membership of O.C.T.E. shall be a spokesperson for policies and issues specific to operations and directions of the Council unless so directed by a majority consensus of the Executive. All inquiries about operations and directions, unless established as policy, shall be directed to the Chair, who will seek direction from a majority consensus of the Executive for appropriate answers to the inquiry.

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Article 4: O.C.T.E. Logo

No District School Board, school, or outside organization, will be granted use of the O.C.T.E. Logo in any publication that might be deemed as lending support to the directions of the Board, school, or organization, unless in receipt of written permission from the Executive of O.C.T.E. In addition, written permission must be obtained from the O.C.T.E. Executive for any person, group, or organization to place their logo on any publication deemed the property of O.C.T.E. Permissions will be determined by majority consensus of the Executive.

Article 5: OCTE Publications

All publications (curriculum documents, resources, etc.), written by the O.C.T.E. membership shall, unless funded through personal or outside sources, be deemed to be the property of O.C.T.E. Documentation funded solely by O.C.T.E. sourcing will be subject to copyright statements within each document and must not be distributed, sold, or in any other means, provide profit to persons or organizations both within and outside the O.C.T.E. membership.

Article 6: Attendance at Executive Meetings

The O.C.T.E. Chair will strive to set meeting dates to coincide with the schedules of the Core Executive. The Core Executive includes: Chair, Past Chair (Consultant), Industry and Business Consultant, 4 Vice Chairs, Secretary, and Treasurer. O.C.T.E. takes the position that attendance of the Core Executive at Executive meetings, either through attendance or electronic connection, as mandatory for a professional and constructive facilitation of O.C.T.E. business. Standing Committee Leaders may be invited by Vice Chairs responsible for the committee. Standing Committee Leaders are not mandated to attend each Executive meeting but in lieu of an invited attendance, a written, oral, or nil report should be provided to the Vice Chair responsible for that Committee (with a copy to the Secretary), prior to the meeting. In circumstances where a member of the Core Executive is through conflict, distance of travel, or personal reasons, not able to attend or be electronically connected for three consecutive scheduled meetings, without prior executive approval in a calendar year, he/she may be asked to resign.

Article 7: OCTE Planning Retreat

Because of the nature, importance, and continuity required of the Planning Retreat process, participants must, unless extenuating circumstances with executive approval prevent it, commit to the full duration of the retreat. Participants must also be made aware that OCTE commits 2 nights of accommodation for each participant. Unless through prior approval of the executive, any participant leaving early and not using the second night's accommodations will be subject to a credit card charge.

Article 8: Conflict of Interest

A member of the O.C.T.E. Executive has a conflict of interest when the member(s), through the performance of his/her Executive duties, at the same time identifies that in the performance of these duties there is the opportunity, either directly or by association, to:

- further his or her personal or any family member's professional or financial interests and/or
- be directed by conflicting policies and positions of his/her membership or association with other organizations or associated groups;
- be currently in legal dispute with OCTE or one of its executive members.

A conflict of interest can be identified by:

- the member(s) themselves, or
- majority consensus of Executive members.

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Where a conflict of interest has been identified, the member(s) will voluntarily withdraw from voting on issues in conflict, or by majority consensus of Executive members, be asked to withdraw from voting.

Article 9: Privacy Statement

The Ontario Council for Technology Education (OCTE) respects and ensures that the privacy of its members is maintained. To this end, OCTE has adopted a Privacy Policy to direct the way in which personal information provided by its members is collected and used. The Privacy Policy is consistent with the “Best Practices for the Management of Personal Information” from the Ontario Access and Privacy Office. <http://www.accessandprivacy.gov.on.ca/english/pub/bp.html> . Best Practices include the Collection, Use, Disclosure, Security, Privacy Breach, and Retention and Destruction of personal information.

Definition:

By definition, “personal information” is that recorded information about each OCTE member as an individual Technology Educator, Associate Member, Student Member, or Partner Organization that is not available in a telephone or business directory.

Collection:

Only information that is required to fulfill the Membership and Registration requirements for OCTE will be collected.

Use:

Personal information will not be used for any other purposes than for which it was collected.

Disclosure:

OCTE membership will have the assurances that the information collected and stored in the OCTE Member’s database will be protected and only used for purposes for which it was collected or for purposes as individual members or Partner Organizations allow.

Security:

Personal information will be kept secure at all times. OCTE, as collectors of personal information, and the assigned Privacy Officer of this information, will respect the privacy wishes of its members.

Privacy Breach:

A privacy breach occurs when personal information, either purposely or inadvertently, is disclosed without permission. A privacy breach must be brought to the attention of the Chair of OCTE immediately. On identification of a breach, the OCTE Chair must contact the party(s) to explain the circumstances and attempt to resolve any issues. Failure to resolve the issue can result in the party(s), if requested, to be granted a hearing before a quorum of executive members in attendance or electronically connected to provide appropriate language within the Constitution and/or By-laws satisfactory to the party(s) that will avoid future issues.

Retention, Destruction, and Revision:

OCTE will not retain personal information for any individual or partner organization who ceases to be a member or associate member. OCTE will honour any request from the membership of the Council to review his/her data currently within the database and revise as necessary.

Article 10: Hiring Process

Definitions

1. Paid Positions:

During the normal functioning of OCTE, persons within the organization may be hired to perform a necessary service requiring extraordinary time consuming workloads. The process will be the responsibility of the Hiring Committee and recommendations be subject to approval by the OCTE Executive.

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2. Appointed Positions:

Persons within the organization may be asked to provide above-and-beyond short-term duties. These will not require a direct remuneration rather, may be paid a honourarium plus incurred costs. The remuneration will be established by the Hiring Committee and recommendations be subject to Executive approval.

OCTE is in a position to recognize the attributes of its members. With this knowledge, it may be appropriate to appoint a member to the position rather than following a “hiring process” outlined below. Similarly, OCTE recognizes that from time-to-time, constraints of time may require an appointment of a position rather than following the hiring process. The Chair of OCTE, in consultation with the Executive and Chair of the Hiring Committee, will facilitate the appointment. Remuneration will be determined as outlined in “Appointed Positions” above.

The decision to appoint or to follow the hiring process is at the discretion of the Executive.

Hiring Committee: The Hiring Committee is the responsibility of the Human Resources Division. The Human Resources Division will appoint a Committee Leader and together will identify an appropriate number of hiring committee members. Hiring committee members will be selected from among the executive and/or, if required, Leaders of standing committees.

Hiring Process: (Paid Positions)

The Hiring Committee will:

1. Clearly identify the parameters that identifies the need for the position and determine the process required to complete the task. Develop and prioritize the key attributes needed from the position and the special qualifications, traits, characteristics, and experience required in the candidate.
2. Establish a scoring matrix of attributes/qualifications to be used in the selection process. Develop a job description and create a Position Application Form. Create a posting with instructions to return to the Hiring Committee Leader.
3. Determine the scope and salary range for the position and post the position. (eg. OCTE website and/or beyond)
4. Committee members will individually review the applications and rank each according to the established matrix. Select a candidate based on a simple majority consensus. Create a contract and establish a salary range for the position. Solicit approval of the candidate from the OCTE Executive.
5. Meet with the successful candidate and outline the parameters and remuneration for the position. Have the candidate sign the contract and be witnessed by at least two committee members.

Article 11: Honourary Life Membership

Honourary Life Membership is a designation established to honour individuals who, through their service to the Executive of the Ontario Council for Technology Education (OCTE), have made significant contributions to the Council and Technological Education.

Criteria:

Honourary Life Membership (HLM) is considered for an individual in accordance with the following criteria:

- a) the candidate has been an active member of the OCTE Executive and/or Standing Committee for a minimum of ten (10) years;
- b) the candidate’s contributions have demonstrably and positively assisted with the advancement of OCTE;
- c) the HLM can be bestowed on an individual at any appropriate time and is not linked necessarily with that person’s retirement from OCTE or from education.

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Process:

- a) any OCTE Executive member may nominate any other Executive or Standing Committee member;
- b) the nomination must be forwarded to the Chair of OCTE in writing at least two months prior to the AGM;
- c) the nomination will be discussed by the Executive at a meeting following receipt of the nomination and prior to the AGM. (If present, the nominee should be excluded from the discussions) The nomination must be supported by a 3/4 majority of Executive members;
- d) the Chair of OCTE, or designate, will introduce the HLM's at the AGM and provide words of acknowledgement of his/her achievements;
- e) Honorary Life Members do not pay membership fees but, enjoy all the privileges of members.

Article 12: Succession Planning

Overview:

The OCTE Executive takes the position that recruitment and succession planning should be an integrated approach to ensure that the Council is effectively positioned to provide a training ground for new executive members to succeed current ones. A structure with Standing Committees, chaired by current executive members selected with specific expertise matched to the committee role, will provide an opportunity not only for the Committee Chairs, but for appointed Committee Leaders and committee members to get a greater insight into the workings of OCTE and to provide a potential pool of executive personnel.

Basic premises:

- Developing OCTE leadership skills is a long term investment of time and training;
- There should be many potential leaders in succession planning and each should be fully engaged to develop the competencies and experiences necessary to become a leader;
- Potential leaders will be motivated and engaged when they see a clear organizational structure and process within OCTE;
- Appropriate competencies and experiences within OCTE is a prerequisite for leadership.
- Types of vacancies:
 - Planned Departure is any vacancy created when a person informs the executive of his/her voluntarily withdrawal within a specified timeframe.
 - Unplanned Departure is any vacancy which is created suddenly and without warning.

The Recruitment Exceptionalities:

Currently, the OCTE Executive consists of the following elected positions: a Chair, a Past Chair (consultant), 4 Vice Chairs (2 Secondary and 2 Elementary), Secretary, and Treasurer. There is no distinction between each of the Vice Chair positions other than seniority and the background expertise they bring to the role. OCTE appointed members of the executive consist of: Business and Industry Representatives (2) and a Representative from the Provincial Technological Education Board Leads.

Within the recruitment process;

- Each candidate has the right of refusal of a position but should be fully aware of the normal expectations of succession;
- A candidate with proven commitment to OCTE activities should be a priority consideration;

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- Attracting younger members should be a requisite consideration but years of background experiences should not be discounted;
- Requisite experiences for the Treasurer and Secretary roles should be an expectation. A logical candidate may come from members of the Standing Committees or failing this, be recruited from the general membership;
- The Vice Chair role should include a commitment to possible succession to be Chair. The current OCTE Chair, after consideration of the requisite experiences required, will make a recommendation for the position of Chair to the core executive.
- The executive will recognize that being outside of classroom duties to be beneficial to his/her ability to accept a position.
- Failing the normal succession of Vice Chair to Chair, other candidates could include 1) re-election of the Past Chair (must be still involved in education and out of the role for 2 years), 2) Treasurer, 3) Secretary, 4) Leader of a Standing Committee Department, 5) Representative from the Provincial Technological Education Board Leads, providing the executive deems their competencies and experiences as appropriate at the time.
- OCTE Executive, Division and Department Chairs must, when taking office, be made aware of and in agreement of the succession plan as per Constitution By-law Article 12.
- Following each AGM, new position appointees (elected and appointed) should be provided with the supports necessary to fulfill his or her duties. (i.e. Constitution, Bylaws, Roles and Responsibilities etc.)
- Mentoring processes will be initiated following each AGM at the OCTE Retreat Planning Event and be ongoing throughout the year.

OCTE Succession Planning Ad Hoc Committee

Committee Mandate:

To develop a succession plan which will guarantee leadership continuity, a process for ensuring a suitable supply of candidates for current and future key roles within the organization while optimizing the organization's needs. This plan should include a course of action for identifying talent throughout the organization. The Committee will select a chair at its first meeting. The Chair will provide monthly updates to the Executive

Committee Makeup:

- OCTE Chair
- Two members of the Core Executive (2)
 - One Elementary Representative
 - One Secondary Representative
- One Member from each Division (3)
 - Administration
 - Communication
 - Policy and Standards

Time Frame:

The committee should be dissolved no later than April 1st of the year of or following the committee completion. This will ensure appropriate timelines for posting the Succession Plan on the OCTE website prior to the upcoming May Conference as per OCTE Bylaws.

Article 13: Procurement Process

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The OCTE Chair, in consultation with the Executive, is responsible for the management of the organization's funds. It is the function of OCTE to procure equipment, supplies and services necessary to complete the goals of the organization in an efficient and cost-effective manner.

Basic Premises:

The following premises apply to all members acting in a position of responsibility which require conducts of sourcing, contracting and purchasing activities. These premises include:

- Ethics and Conflict of Interest principles shall be practiced by any individual involved in purchasing or other supply chain related activities such as planning, contracting, logistics and/or payment;
- All individuals involved with purchasing or other supply chain-related activities must act and be seen to act, with integrity and professionalism;
- Honesty, care and due diligence must be integral within and between organizations, suppliers and other stakeholders;
- Respect must be demonstrated for each other and for the environment;
- Confidential information must be safeguarded;
- All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products;
- Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for the money;
- Under no circumstances shall any OCTE member make personal purchases in the name of OCTE. Expenses incurred by an individual during the course of OCTE approved business will be reimbursed upon submission of appropriate receipts and/or documentation;
- Under normal operating procedures, yearly budgeted funds are established and approved by the Executive in an attempt to ensure each department has the funds required to fulfill its mandate;
- Each Department Chair will be responsible to keep accurate accounts, including all receipts and or supporting documents. An account summary, that includes all records and support documents, will be submitted to the OCTE Chair for perusal of accuracy and auditing purposes on a monthly basis or at an alternate date as determined by the Executive;
- Any purchase, not previously approved by the Executive through Committee budget allocation which exceeds \$200 must be approved by the Executive prior to purchase. A request for such funds must be submitted to the executive in writing.

Appendix 2:

OCTE STANDING COMMITTEES

The Executive will determine the need for Standing Committees to provide necessary services and functions as part of the on-going work of OCTE. Standing Committees will be divided into Divisions with each having several Departments within that Division. Each Division will be allocated by the Chair (in consultation with the executive) as an overseeing responsibility of a Vice Chair. With the exception of Division 1 (Management/Chairmanship), the Vice Chair shall appoint a Standing Committee Leader who may solicit supporting members for the following Committees.

Division 1: Management/Chairmanship

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In addition to the duties of the Chair identified within the Constitution, the OCTE Chair will be responsible for liaising, overseeing and providing direction for the management of the following Divisions:

- Advisory:** Liaise with the Consultants (Past Chair and Industry Rep.); provide recommendations to the OCTE Executive for an honourarium allotted to executive members and HLM's, who no longer have board financial support, for use with conferences fees, conference accommodations, and mileage.
- Financial:** (Treasurer) maintaining an up-to-date set of books and arranging their audit.
- Insurance:** (Treasurer) Oversee and be the keeper of all insurance documentation; liaise with an Insurance Broker when appropriate.
- Archival:** (Secretary) Retain copies of all Executive and AGM minutes; copies of all current and past Constitutions, By-laws, and Appendices; and copies of all Legal and Policy Documents.
- Legal:** Liaise with a Lawyer when appropriate and forward all legal documentation to the secretary for safe keeping.
- Procurement:** Management of the organization's funds in procuring equipment, supplies and services.

Division 2: Communications

ADVERTISING AND MARKETING

Responsibilities:

- advertising in magazines, at Conferences, with other organizations (OCEA, OYAP, SHSM, Skills Canada);
- presentations to University Technological Studies Teachers;
- working with membership to promote OCTE through contests, free memberships incentives;
- implement promotional recruitment strategies encouraging non-members boards to participate;
- working with vendors, organizations for FREEBIES to insert into delegate bags;
- initiate and manage advertising opportunities;
- work with conference Chair to ensure appropriate photographs taken at OCTE events;
- SWAG items advertising OCTE-Golf Shirts, Ball Caps, Memory Sticks, Planners, OCTE self-adhesive stickers, Magnets;
- work with OCTE webmaster to upload relevant sister organizations notices (OCEA, OYAP).

SOCIAL MEDIA

Responsibilities:

- monitor, update, and promote OCTE through social media (Twitter, Facebook, Google Groups, etc.);
- moderate social media groups;
- administer new users;
- provide technical support for users;
- liaise with executive and social media members;
- forward executive communication notices.

PUBLICATIONS

Responsibilities:

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- develop and maintain up-to-date, relevant publications (newsletter, e-bulletins, flyers, conference program guide) to communicate all aspects of OCTE to members, potential members, and other stakeholders (teachers, government, etc.);
- implement process for publication content collection;
- publications design, layout and production;
- printing and distribution of publications.

WEBSITE

Responsibilities:

- OCTE Web Site Development that includes:
 - Design and layout;
 - Graphic design;
 - Stock photo purchases;
 - Photo editing;
 - Headers, footers, and buttons.
- Programming
 - content Management System CMS;
 - database development.
- maintaining active and accurate links;
- posting news and notices;
- Documents
 - dynamic Menu (multi-level);
 - internal Search Engine;
 - auto site map.
- maintaining OCTE online registration process;
- OCTE Online Account System
 - design and development;
 - Secure Socket Layer (SSL);
 - establish and maintain secure login.

Division 3: Policy and Standards

CONSTITUTION AND BY-LAWS

Responsibilities:

- Maintain, review, and revise the OCTE Constitution and accompanying By-laws and Appendices;
- Yearly, solicit proposals from the Executive for necessary amendments to the Constitution, By-laws, and Appendices;
- Solicit approval of amendments from the Executive;
- Present and solicit approval of amendments at the AGM;
- Provide a copy of the revised and approved documents to the OCTE Website administrator for posting at least 4 weeks prior to the AGM;
- Maintain an open dialogue with the Director responsible for Policy and Standards Division;
- Seek assistance as necessary for the review and revision of the documents.

STANDARDS OF PRACTICE

Responsibilities:

- Become familiar with the Standards and its implications for the membership;

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- Keep the executive apprised of the implications of the Standards and provide recommendations to identify these and/or respond to the implications.

EDUCATION ACT

Responsibilities:

- Become familiar with the Education Act and its implications for the membership;
- Keep the executive apprised of the implications of the Education Act and provide recommendations to identify these and/or respond to the implications.

ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT

Responsibilities:

- Become familiar with the Ontario Occupational Health and Safety Act and its implications for the membership;
- Keep the executive apprised of the implications of the Act and provide recommendations to identify these and/or respond to the implications.

Division 4: Human Resources

Responsibilities:

- Recruitment/Administration (see Article 10 – Hiring Process)
- Remuneration for Services (see Article 10 – Hiring Process)
- Posting and Hiring (see Article 10 – Hiring Process)

Membership Secretary (contract position)

Responsibilities:

- maintain an updated membership mailing list;
- facilitate the mailing of email notices to the membership;
- manage and receive the on-line and mailed registration process documentation;
- maintain membership and conference registration spreadsheet
- forward a receipt and pertinent information to each member registrant;
- forward membership and registration fees to the Treasurer;
- invoice and collect/bank fees on an ongoing basis
- prepare membership and registration statistics for a monthly report to the OCTE executive;
- prepare name tags for each registered member, exhibitor, and presenter;
- manage the distribution and collection of the Conference Feedback Survey. Collate the data and forward to the executive.
- manage e-mail inquiries and respond with appropriate reply in timely fashion
- ensure members have access to web-site by providing login and password info when necessary
- prepare for conference - ensuring all fees have been collected and preparing name tags in alpha order to ensure timely conference registration
- manage the on-site conference registration process;
- distribute communications to past/current OCTE membership as requested by executive

Awards

Responsibilities:

- As required, maintain and revise the OCTE criteria and requirements for all award categories;
- Solicit nominations for each award;
- Review all nominations and select candidates most deserving of recognition;

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- Submit a candidates list to the OCTE executive for approval;
- Notify award recipients and of the awards presentation format at the AGM;
- Notify the recipient's Principal, and/or other supervisory officers of the OCTE recognition;
- Obtain framed award certificates for presentation to each recipient;
- As directed by the OCTE executive, obtain special awards and/or gifts to be presented at the awards ceremony;
- Arrange for photos to be taken of each recipient at the presentation ceremony;
- Maintain correspondence with Skills Ontario regarding the Dick Hopkins award;
- Report the status of the Awards Committee functions to the OCTE executive;
- Provide the Communications Committee with awards information;
- Actively seek awards committee members as needed. Maintain a list of potential members.

Division 5: Education (Elementary and Secondary)

RESOURCE DEVELOPMENT

OCTE will continue to position itself, with its knowledgeable membership in both the Elementary and Secondary panels, to develop resources to benefit its membership.

Responsibilities:

- Be an ear to the membership in determining their needs;
- Coordinate and facilitate the development of all resources;
- Liaise with project owners such as the MOE, OCT, MOL, and CODE in the coordination and facilitation and development of resources;
- In consultation with the OCTE Executive and Human Resources Division, establish resource development managers, teams, and the parameters for each project;
- Liaise with project managers during resource development;
- Provide progress reports to the OCTE Executive;
- Facilitate the management, review, and uploads of existing resource projects.

PROFESSIONAL DEVELOPMENT

Beyond the Professional Development initiatives outlined below, OCTE will continue to be in search of additional PD opportunities. These initiatives would include the facilitation and coordination of initiatives such as web-seminars, group seminars and workshops.

Conference (Contract Position)

Responsibilities:

- Following a determination of the conference date and location, book the site and date, sign a tentative contract, and forward the required deposit to the conference site;
- Create and maintain a Presenter's Form and forward to the Communications Committee for a November posting on the OCTE website;
- Request and approve all conference workshop proposals;
- Arrange for keynote speakers;
- Solicit and forward workshop descriptions to the Communications Committee for website posting and creation of the conference Program;
- Manage the selection and purchasing of conference favours (delegate bags etc.) for each conference attendee;
- Assign presentation rooms and forward the information to the Communications Committee;
- Arrange for presenter gifts/cards and members to introduce and thank each;

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- Liaise with conference presenters and strive to fulfill their presentation needs;
- Confirm conference location accommodation fees and forward to the Communications Committee for website posting;
- Develop signage for the conference and place in appropriate locations;
- Finalize attendance numbers, dietary and allergy considerations, and break requirements and forward to the conference site management;
- Manage the attendee information obtained from the Membership Committee and the assembling of the registration packages;
- On receipt of the conference site invoice, forward it to the Treasurer and request payment;
- Collect and forward all conference receipts to the Treasurer;
- Attend monthly Executive Meetings to provide a conference progress report.

Exhibitor Co-ordination

Responsibilities:

- Ensure the exhibitors reflect a good cross-section of the elementary and secondary education subjects areas;
- Actively seek new exhibitors that align with current technologies;
- Provide the Communication Committee with relevant exhibitor information;
- Maintain an up-to-date database of exhibitor contact information;
- Provide the executive with status updates regarding exhibitor table reservations;
- Manage and forward table fees to the treasurer;
- Oversee exhibitor room setup;
- Welcome and liaise with exhibitors,

Elementary Committee

Responsibilities:

- Promote awareness, to educators, of existing programs/resources that provide support for elementary technology;
- Provide learning opportunities for teachers of Science and technology;
- Identify connections between elementary Science and Technology and other subject areas;
- Strengthen the technology education component of Science and Technology;
- Show linkages between elementary Science and Technology and secondary Technology Education;
- Work and liaise with other OCTE committees;
- Work and liaise with STAO and SCCAO;
- Ensure OCTE is responsive to elementary needs;
- Raise awareness of OCTE among elementary educators;
- Develop technological literacy at the elementary level;
- Advocate for sustained Ministry of Education funding for elementary technology education;
- Report the status of the Elementary Committee functions to the OCTE executive;
- Keep the Communications Committee abreast of relevant information;
- Actively seek new elementary committee members as needed. Maintain a list of potential members.

INDUSTRY

Responsibilities:

- Provide a consulting function to the OCTE executive;

BY-LAWS OF THE ONTARIO COUNCIL FOR TECHNOLOGY EDUCATION

- Assist OCTE standing committees when requested;
- Be available to attend OCTE conferences, functions, and meetings as requested;
- Make in-roads to provide industry focuses and support to elementary and secondary school career functions;
- identify industry related issues that might affect or contribute to the educational agenda and forward these to the Chair;
- provide resources, products, and services where appropriate;
- Actively promote OCTE and technological education to MTCU management, industry contacts and Ministry liaisons.

POST-SECONDARY EDUCATION

Responsibilities:

- Provide an avenue to liaise with Post-Secondary Institutes in search of a process of co-operation.

AFFILIATED ASSOCIATIONS

Responsibilities:

- Provide an avenue to liaise with Affiliated Associations in search of a process of co-operation.
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