



bctia

**CHAPTER COUNCILLOR
HANDBOOK**

2022-2023

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BCTLA Executive

Position	Name
President	Tammy Le
Vice President	Lisa Seddon
Past President	Kristie Oxley
Treasurer	Sarah Wethered
Secretary	April Hilland
Coordinator, Membership and Surveys	Holly Broadland
Coordinator, Chapters and Sections	Cherise Bouvier
Coordinator, Advocacy	Nicole Wallace
Coordinator, Professional Development and Vendor Coordinator	Jennifer Fox
Coordinator, Conference Committee	Joseph Jeffrey
Coordinator, Social Media and Communication	Rebeca Rubio
Coordinator, Websites	Devika Chudy
Coordinator, Special Projects and Events	Keely Thornton
Member at Large	empty
To contact any BCTLA Executive members, please email psac49@bctf.ca .	

Contacting the BCTLA Council

Chapter Councillor non-school email addresses are added to the "BCTLA Council" Google Group. To send a message to the BCTLA Chapter Councillor Relations Coordinator, email the Group at bctlachapterrelations@gmail.com.

BCTLA CHAPTER COUNCILLOR'S RESPONSIBILITIES

The purpose of this handbook is to provide Chapter Councillors with some guidelines and general information to assist them in carrying out their responsibilities.

WHO IS A CHAPTER COUNCILLOR? WHAT ARE HER/HIS RESPONSIBILITIES?

A Chapter Councillor is a BCTLA member who is elected by the majority of the BCTLA membership employed in her/his designated district(s) or area.

(1) **To attend two BCTLA Council Meetings**; and if the situation should arise, any other special meeting called by the Executive Board (see BCTLA Constitution and By-laws). If the Chapter Councillor is unable to attend any of these meetings, it is incumbent upon her/him to send an official representative as an alternate to participate on her/his behalf. The BCTLA Council, composed of the Chapter Councillors and the Executive, is the key leadership body for BCTLA. **NOTE: Funding for Chapter Councillors to the Spring Council meeting and AGM is dependent upon sufficient funds being available in the BCTLA budget.**

(2) To **notify** the Coordinator, Chapters and Sections, of the **name of its elected Chapter Councillor (s) and Executive Officers** in advance of the first meeting of the BCTLA Council after their election. Send the information as part of your online Fall Council registration. Reimbursement for Council expenses is contingent upon receiving the information.

(3) To **report to her/his constituents** on the proceedings of the fall and spring BCTLA Council meetings and AGM. Chapter Councillors should **disseminate this information to their Chapter Executive and members**. Members are encouraged to review the business and news items of these meetings and convey any comments, suggestions, reactions, etc. to the BCTLA Executive Board through their Chapter Councillor.

(4) To **promote BCTLA opportunities to his/her constituents**, including but not limited to, professional development opportunities, and the opportunity to nominate individuals for awards and grants.

(5) **To, in general, communicate** any issues, comments, suggestions, reactions, etc. from **her/his constituents** to the BCTLA Executive Board. In particular, the communication of **issues related to working and learning conditions** helps BCTLA to help Chapters!

(6) **To communicate revisions**, amendments, etc., if any, of the **local Chapter constitution** and by-laws to the VP Chapter Relations.

(7) **To encourage and ensure all Chapter Members complete the online Working and Learning Conditions Survey** as announced, to receive and distribute the results of the survey back to Chapter Members before the requested date, and to forward any corrections or concerns to the Working and Learning Conditions Survey contact.

(8) To submit a Chapter Report as part of your online registration for the Spring Council meeting. Reimbursement for Council meeting expenses is contingent upon receiving the information.

BCTLA CHAPTER COUNCILLOR EXPENSE POLICY

(Based on the Regulations contained in the Member's Guide to the BCTF)

TRANSPORTATION (in non Covid-19 time)

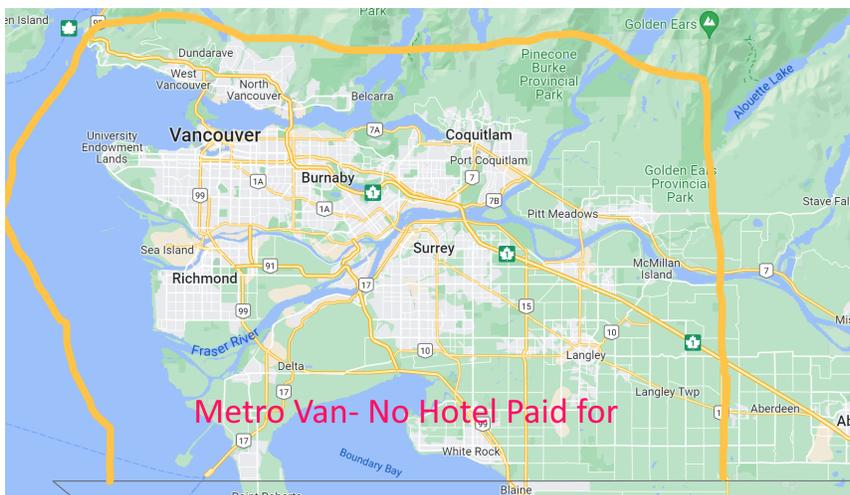
BCTLA Chapter Councillors should use the fastest and most economical mode of transportation and book air travel well in advance. Transportation reimbursement will be based upon the lesser of:

1. the actual return kilometres at the prescribed rate of **54 cents per kilometre** or,
2. the most economical airfares currently available.

The BCTLA will reimburse **26 cents per kilometre when cycling to meetings**. Taxi charges between Vancouver International Airport and BCTLA meetings held at the BCTF building **will not** be reimbursed by BCTLA, except for those who are physically challenged. Chapter Councillors should use the Sky Train to travel from the airport to Vancouver. In addition, BCTLA will not reimburse for car rentals or travel insurance.

ACCOMMODATION

Chapter Councillors who live outside of the boundaries indicated on the map will be reimbursed for one night of accommodation.



Please check the BCTF's [2022 Accommodation Guide](#) for hotel recommendations.

MEALS

Current reimbursement is **\$16 for breakfast, \$18 for lunch, and \$29 for dinner**. Only meals occurring during the time you are actually travelling on BCTLA business, including to attend meetings, can be claimed. Meals that are provided at the meeting cannot be claimed.

RECEIPTS

All receipts must be originals. Credit card receipts are not acceptable. (**Photocopies, faxes, emails are not acceptable.**) Original receipts are required for the following expense items: **airfare, ferry fare, automobile rental, taxi, hotel, parking over \$10 and other expenses**. The receipts must be from the business establishment. Expense forms without supporting receipts and a signature will not be processed and will be returned to the Chapter Councillor. Fully completed submissions must be received by **June 30th** in the school year in which the expense was incurred.

EXPENSE FORMS

Completed and signed expense forms and all required receipts, should be scanned and emailed to:

Sarah Wethered, Treasurer @ psac49@bctf.ca

Submit a blank cancelled cheque to the treasurer for direct deposit. This method is faster and more efficient.

CHAPTER RELATIONS

The **Coordinator, Chapters and Sections** acts as the liaison person with the Chapter Councilors and works closely with the Chapters in communicating BCTLA goals, programs, and priorities to the Chapters and Chapter concerns and interests to the BCTLA Executive Board.

The Coordinator also acts as the liaison with Chapters in all matters relating to each Chapter's constitution and by-laws. In addition, the Coordinator, if possible, will provide the Chapters with information and assistance in initiating local activities such as developing district library and/or selection policies, sponsoring local workshops and in-service activities, providing information on organizing a new Chapter, and acting as a clearinghouse for information.

Each Chapter will elect a **minimum of one** BCTLA member to sit on the BCTLA Council. Large Chapters may choose to elect a Chapter Councillor per every 30 schools to sit on the BCTLA Council. Alternatively, Chapters with more than 30 schools may choose to invest their votes in less delegates (minimum of at least one).

NOTE:

If no Councilor is elected by a Chapter prior to the first meeting of the council in each fiscal year (July 1 - June 30 ... usually in October), the Chapter may be considered inactive and may be dissolved after due notice has been given by the BCTLA Council.

IMPORTANT:

New Chapter constitutions and amendments to existing constitutions and bylaws should be forwarded to the Coordinator, Chapters and Sections.

For more detail concerning Chapters, Chapter activities, and BCTLA Chapter relations, see the *BCTLA Constitution and By-laws*:

- I By-law 6: Chapters
- II By-law 7: Chapter Council

Your Coordinator of Chapter Relations is:

Cherise Bouvier <bctlachapterrelations@gmail.com>

ACTIVITIES OF THE BCTLA

Members of the Chapters are strongly urged to support the activities of the BCTLA by sharing and communicating their particular talents in the various fields of teacher-librarianship. Any comments, pertinent information, or active participation in these activities are welcomed. If members feel that their activities should be undertaken, they are encouraged to submit their ideas to the Executive.

1. Advocacy

The Advocacy webpage on the BCTLA website has great information and resources. For example, many Chapters have created presentations to school boards. Some are available for other Chapters to use under the BC Advocacy Toolkit at <http://bctla.ca/info/advocacy.html>. Statistics and research that may be useful for presentations is also available.

Additional advocacy materials can be made available and/or developed upon request. For example the BCTLA Position Statement on Book Levelling, available on the BCTLA website, was developed initially to meet a specific need in one Chapter. It has subsequently had international impact.

Nicole Wallace
BCTLA Coordinator, Advocacy
Email: psac49@bctf.ca

2. Advocacy Events, e.g. **Drop Everything and Read**

BCTLA sponsors several events throughout the year to raise awareness about school libraries. Each October (third Monday), the BCTLA sponsors ***Drop Everything and Read*** in celebration of BC School Library Day which is part of Canadian Library Month. On Valentine's Day, BCTLA sponsors ***Love Your School Library Day***. Also in spring, BCTLA supports ***Freedom to Read Week***. French- and English-language posters for each event are available on the BCTLA website.

Nicole Wallace
BCTLA Coordinator, Advocacy
Email: psac49@bctf.ca

3. ***The Points of Inquiry, Position Statements and School Library to Learning Commons***

The Points of Inquiry: A Framework for Information Literacy and the 21st-Century Learner is currently under revision. This document, and *School Library to Learning Commons: A ProActive Model for Educational Change* are available on the BCTLA website and include a graphic, full model, explanatory notes and example learning stories. Other resources including posters are available. For implementation ideas and professional development, and for assistance regarding BCTLA Position Statements, contact psac49@bctf.ca and an executive member will respond.

4. **Professional Development and Conferences**

BCTLA provides ongoing professional development. For more information, or to make suggestions, contact:

Jennifer Fox
BCTLA Coordinator, Professional Development
Email: psac49@bctf.ca

BCTLA holds an annual conference in October and Chapters are welcome to also organize regional conferences (second BCTLA conference in any given year; grants available). For more information, contact:

Joseph Jeffrey.
BCTLA Coordinator, Conference Committee
Email: psac49@bctf.ca
***The 2021 BCTLA Conference held online.**

5. **Representation to Committees**

BCTLA represents BC teacher-librarians on a number of committees, including the Young Reader Choice Awards-Red Cedar committee, Welcome to Kindergarten Advisory Committee, and the BCLA Young Adult and Children's Services Section Executive. If you

are asked to represent teacher-librarians on a committee, or, if you are interested in becoming a BCTLA representative, contact:

Tammy Le
BCTLA President
Email: psac49@bctf.ca

6. Technology and Communications

BCTLA Website: <https://bctla.ca/>

Contact:
Devika Chudy
Website Coordinator
Email: psac49@bctf.ca

Blogs and Other Sites

See events and comments on Twitter

Video and Images

BCTLA on YouTube: <https://www.youtube.com/channel/UCupTASKR0kLFilz5fXx7-yw>

Social Media

@BCTLA
@DEAR_BCTLA
Hashtag: #bctla

BCTLA on Facebook: <https://www.facebook.com/bctlaofficial>

Have technology ideas or a site to share?

Contact:

- Coordinator, Websites Devika Chudy
- Coordinator, Social Media and Communication, Rebeca Rubio

Email: psac49@bctf.ca

7. Awards and Grants

BCTLA offers several awards and grants! For past recipients, nomination forms, and criteria, see <https://bctla.ca/member-services/awards-grants/> . The deadline for application submission for most awards and grants is **Spring Break** each year.

BCTLA CONCERNS

1. MEMBERSHIP

Why become a member of BCTLA? The fall conference, our newsletters, the advocacy that occurs with respect to liaising with our government and with the BCTF, maintaining a presence at a variety of related functions, and professional learning opportunities like the summer institute are all organized by volunteers. Membership fees support the costs involved in these activities. BCTLA is an association of professionals who support one another and work to ensure the public understands the value of what we do. BCTLA can be joined at any time during the year:

BCTF members	\$40.00
Subscribers	\$68.25 (GST included)
Retirees, TTOCs, Pre-service teachers	\$15.00

Note: the “Subscribers” category refers to non-BCTF members and non-teachers. This category also permits institutions, such as schools, to join BCTLA for \$63.00. You can join BCTLA online at <https://bctla.ca/member-services/become-a-member/>

Receipts: The BCTF does not automatically issue receipts. To have a receipt generated, individuals need to contact the BCTF (Michele Steele, PSA Services) at 604-871-1802 or 1-800-663-9163.

BCTF members can check their membership status, e.g. expiry date, through the BCTF Portal.

NOTE: Membership information can also be obtained from psac49@bctf.ca Attention: Holly Broadland.

The BCTLA receives an annual grant from the BCTF. The grant is based on our individual BCTF total membership as of **April 15**. It can take several weeks for the BCTF to process memberships, even through the new online membership renewal system. Renew memberships earlier in the year to help BCTLA qualify for the grant!

2. CONSTITUTION AND BY-LAWS

This committee is to consider amendments to the Constitution and By-laws of the BCTLA and to make recommendations to the Association as a result of the actions of the Executive Board and the Council as outlined in Article 13 of the By-laws. Queries and concerns should be directed to the President: Tammy Le <psac49@bctf.ca>.

3. INTELLECTUAL FREEDOM

When learning resources are challenged, district procedure should be followed. If dissatisfied, then:

- The member contacts the local BCTLA Chapter President and the Local Teachers' Association
- The Chapter can contact the BCTLA President immediately and requests assistance.
- The BCTLA President will consult with other Executive members and pursue the matter through BCTF channels.

NOTE: It is recommended that the "Sample Policy for the Selection of Learning Resources" (See *Developing Independent Learners*, Appendix C, p. 93) **or** Appendix B2 – "Policy: Recommended Learning Resources and Library Resources" (from Surrey School District #36 from *Evaluating, Selecting, and Managing Learning Resources: A Guide*) be used as the basic document from which selection policies can be prepared and established within each BC School District.

4. COPYRIGHT

Information on copyright for schools and school libraries is available on the BCTLA website at

<https://bctla.ca/2021/02/27/revisiting-copyright-where-do-we-stand-when-using-others-content/> and was the subject of a webinar available on the BCTLA YouTube page. [Focused Education Resources \(formerly ERAC\)](#) has developed a course on copyright, available on their website at

<https://focusedresources.ca/en/course-learning-resource-selection-k-12-educators> (free login required).

BCTLA EXECUTIVE OFFICERS NOMINATION PROCESS

To nominate someone for the BCTLA Executive, please email the following information:

1. Nominee's full name
2. Address including postal code
3. Home and school phone numbers
4. Personal Email
5. School district name and number
6. School name

Please email this information to:

BCTLA SECRETARY:

April Hilland

E-mail: psac49@bctf.ca

*** **Please note:** Only members of the BCTLA may allow their names to stand for office. Members can also be nominated from the floor of the AGM, as per BCTF policy.

CHAPTER COUNCILLORS' CHECKLIST

SEPTEMBER:

Submit **list of your Chapter Executive**

OCTOBER:

Attend **Fall Council Meeting**. Disseminate information to Chapter members.
Celebrate **BC School Library Day! DEAR - Drop Everything and Read**

NOVEMBER:

Consider applying for a **BCTLA Chapter Grant**

JANUARY:

Complete and return **Working and Learning Conditions Survey**
Nominate candidates for BCTLA Executive Board positions
Nominate candidates for the **BCTLA awards**

FEBRUARY:

Celebrate Love Your School Library Day and Freedom to Read Week.
Recruit at least two new members and **remind members to renew** their membership in BCTLA. BCTF Operating Grant is based on our **April 15 membership** and it takes at least 2 months to process.

MAY:

Chapter report due.
Attend BCTLA Spring Council and AGM.
Disseminate information to Chapter members.

AUGUST/SEPTEMBER:

Apply for BCTLA awards and grants