



CHAPTER COUNCILLOR HANDBOOK

2025-2026

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CHAPTER COUNCILLORS' CHECKLIST

SEPTEMBER:

- Submit list of your Chapter Executive**
- Register to attend Fall Council meeting and AGM** (in-person or online options available), great time to **renew your BCTLA membership!**
- Nominate candidates for BCTLA Executive Board positions**
- Apply for [Chapter Grants](#) and [Individual Member Grants](#)** by September 15th

OCTOBER:

- Attend BCTLA Conference on PSA Day**
- Attend Fall Council Meeting and AGM (typically held the Saturday after the conference)**
- Disseminate information to Chapter members**
- Celebrate BC School Library Day! DEAR - Drop Everything and Read**

JANUARY:

- Complete and return our annual [Working and Learning Conditions Survey](#), encourage members to fill out the survey**
- Nominate candidates for the [BCTLA awards](#)**

FEBRUARY:

- Deadline to complete Working and Learning Conditions (WLC) Survey**
- Call for session proposals for our October conference opens**, ask members to consider offering a workshop
- Celebrate Love Your School Library Day and Freedom to Read Week.**
- Try to 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.**

MARCH:

- Nominate candidates for BCTLA Awards by March 15th deadline**

APRIL/MAY:

- Applications for chapter grants and member grants open April 1st
- Attend BCTLA Spring Council meeting (online)**
- Disseminate information to Chapter members
- Ensure receipts are submitted by May 31st for \$200 annual chapter grant** (any chapter-related items up to \$200 are eligible for reimbursement)

JUNE:

- Year-end chapter report due by June 15th**

BCTLA CHAPTER COUNCILLOR RESPONSIBILITIES

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

WHO IS A CHAPTER COUNCILLOR?

A Chapter Councillor is a **current BCTLA member** who is elected by the majority of the BCTLA membership employed in their designated district(s) or area to act as a liaison between their local chapter and the BCTLA Executive.

WHAT ARE THEIR RESPONSIBILITIES?

- (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 them to send an official representative as an alternate to participate on their 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 attend the 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. Respond to the executive contact info form by mid-October each year. Reimbursement for Council expenses is contingent upon receiving this information.
- (3) **To report to their constituents** on the proceedings of the fall AGM and spring BCTLA Council meetings. 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 their 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 **their 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 Coordinator, Chapters and Sections.
- (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, and to forward any corrections or concerns to the Coordinator, Membership and Surveys.

(8) To ensure your chapter submits receipts of chapter expenses by May 31st of each year to receive your annual chapter grant of up to \$200.

(9) **To submit a Chapter Report by June 15th of the school year.** Filling out a year-end report is an expectation that must be met in order to be reimbursed for attending the fall AGM and for your chapter to receive an annual \$200 chapter grant.

BCTLA CHAPTER COUNCILLOR EXPENSE POLICY

(Based on the Regulations contained in the Member's Guide to the BCTF,
please see the guide for more details)

<https://www.bctf.ca/services-guidance/membership-and-expenses/travel-expense-and-reimbursement-information>

TRANSPORTATION

Travel expenses should be reasonable and appropriate in the circumstances, taking into consideration safety, practicality, efficiency, and cost. Accessibility needs of travellers should also be considered to ensure travellers can fully and equally participate in union activity. Travellers are encouraged to consider the carbon footprint of their transportation choice.

While attending meetings in their local area, travellers may claim reimbursement at the current Canada Revenue Agency non-taxable per-kilometre allowance (72c/km for 2025).

Travellers are required to submit a receipt for a one-way ferry fare only, but they may claim fares for the return trip without a receipt.

If a member chooses to drive, when flying would be less expensive, a member is reimbursed the total air fare and fees, even though the reimbursement of driving, based on BCTF policy, would be more. This is to encourage members to take the most economical mode of travel while conducting BCTF business.

See the BCTF's [driving reimbursement memo](#) for more details and a driving reimbursement chart listing amounts for various communities around the province. If your total kilometres of roundtrip driving exceed the reimbursement listed, then the chart amount will be the maximum reimbursement.

The BCTLA will reimburse 26 cents per kilometre when cycling to meetings. Travellers are encouraged to use public transit when possible. Chapter Councillors should use the SkyTrain to travel from the airport to Vancouver. Taxi charges can be only claimed between the Vancouver International Airport, the BCTF building, and downtown locations, for those who have accessibility needs or in circumstances where safety considerations are required. In addition, BCTLA will not reimburse for car rentals or travel insurance.

W.E. TRAVEL

The BCTF deals exclusively with W.E. Travel. Travellers are required to make all travel arrangements through them. **If a member wants to book a flight through WE Travel, you must connect with the BCTLA Treasurer first** (psat49@bctla.ca) so they can authorize your trip with a travel agent at WE Travel. You cannot skip this step! W.E. Travel can be reached at 604-969-5585 or 1-800-663-4703 from Monday to Friday between 8:30 a.m. to 5:00 p.m.

AIR TRAVEL

To help reduce travel costs, travellers are encouraged to book their flights at least two months in advance of the event/meeting, or as soon as possible once registration is

available. The BCTF supports union airlines (and almost exclusively Air Canada) and only books on non-union airlines when Air Canada or other union airlines are unavailable, or if there are extenuating circumstances. Although only partially unionized, WestJet can be used when necessary.

ACCOMMODATION

Chapter councillors who live more than 60 minutes by public transit from the AGM location will be eligible for one night's accommodation at the hotel the BCTLA has booked with a group rate. If you are not able to travel home on Saturday after the AGM (e.g. plane schedules are limited), you can be reimbursed for two night's accommodation (with prior authorization).

The link to book a hotel room at the group rate will be shared with chapter councillors in the spring and the room block at the conference hotel will be released in September. As the deadline is early in the school year, we encourage the current chapter councillor to book a room when the link is shared and transfer it if a new person fills the role in your election. After the group rate expires, if you have not already registered for the AGM and booked a hotel room, you then will be responsible for making your own reservation and paying for your own hotel accommodations. In this circumstance, the BCTLA will only reimburse the BCTF rate at the conference hotel on submission of the hotel receipt.

Travellers who stay with friends or relatives instead of staying at a hotel during BCTLA business may claim \$30.00 per night.

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

MEALS

The current meal reimbursement rates while on BCTLA business are as follows:

Breakfast—\$24.14

Lunch—\$23.29

Dinner—\$49.05

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.

EXPENSE FORMS

We encourage you to speed up the reimbursement process by logging in to the BCTF's website to [submit an expense voucher online](#). Receipts can be in an image format such as .jpg or .png, or in document formats such as .pdf, .doc, .docx. Fully completed submissions must be received by **June 30th** in the school year in which the expense was incurred.

Questions? Contact Sarah Wethered, Treasurer @ psat49@bctf.ca

REIMBURSEMENT VIA ELECTRONIC FUND TRANSFER

Claims will be reimbursed to the chapter councillor either by cheque or, if they have set up electronic funds transfer, directly into their bank account. An EFT set-up form is available at [bctf.ca/services-guidance/membership-expenses-and-administration/expenses/apply-for-electronic-fund-transfer](#). We highly encourage chapter councillors to set up EFT as you will be reimbursed more quickly.

CHAPTER RELATIONS

The **Coordinator, Chapters and Sections** acts as the liaison person with the Chapter Councillors 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 fewer delegates (minimum of at least one).

NOTE:

If no Councillor is elected by a Chapter prior to the first meeting of the BCTLA 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 at bctlachapterrelations@gmail.com.

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, Chapters and Sections for 2025-2026 is:

Holly Broadland <bctlachapterrelations@gmail.com>

BCTLA Executive 2025-2026

Position	Name
President	Tammy Le
Vice President	Lisa Seddon
Past President	vacant
Treasurer	Sarah Wethered
Secretary	Nicole Hurtubise
Coordinator, Membership and Surveys	Joseph Jeffery
Coordinator, Chapters and Sections	Holly Broadland
Coordinator, Advocacy	Leslie Hunt
Coordinator, Professional Development and Vendor Coordinator	Cathy Fowler
Coordinator, Conference Committee	Kelly Johnson
Coordinator, Social Media and Communication	Serena Mohammed
Coordinator, Websites	Devika Chudy
Coordinator, Special Projects and Events	Keely Thornton
Member at Large	Marilyn Carr
To contact any BCTLA Executive members, please email bctla@bctf.ca .	

Contacting the BCTLA Chapter Relations Coordinator

To send a message to the BCTLA Chapter Relations Coordinator, email Holly at 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 <https://bctla.ca/member-services/advocacy/>. 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.

Leslie Hunt
BCTLA Coordinator, Advocacy
Email: bctla@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.

Leslie Hunt
BCTLA Coordinator, Advocacy
Email: bctla@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 bctla@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:

Cathy Fowler

BCTLA Coordinator, Professional Development

Email: bctla@bctf.ca

BCTLA holds an annual conference in October. As per a 2023 change to our by-laws and constitution, every three years the BCTLA conference can be held outside the Lower Mainland. We invite and encourage applications to host from all BCTLA Chapters.

We are hoping that the host district will work with the conference committee to identify and book local workshops that relate to each year's theme.

For more information, contact:

Kelly Johnson

BCTLA Coordinator, Conference Committee

Email: bctla@bctf.ca

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: bctla@bctf.ca

6. Technology and Communications

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

Devika Chudy

Website Coordinator

Email: bctla@bctf.ca

BCTLA on Social Media

Facebook Group for Chapter Councillors (search BCTLA Chapter Councillors on Facebook and answer three quick questions to join):

<https://www.facebook.com/groups/4216778361927449>

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

Instagram: <https://www.instagram.com/bctlaofficial>

YouTube: <https://www.youtube.com/@bctla>

Hashtag: #bctla

Contact:

Coordinator, Social Media and Communication, Serena Mohammed

Email: bctla@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 is March 15th each year. The deadline for grant applications is September 15th 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 our webinars 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
Students, TTOCs, Retirees	\$15.00
Non BCTF members/institutions	\$65.00

You can join BCTLA online at <https://bctla.ca/member-services/become-a-member/>

BCTLA members can check their membership status, e.g. expiry date, by contacting the Membership Coordinator at bctla@bctf.ca. You can no longer view your PSA membership through the BCTF Portal.

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. 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 bctla@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 request 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.

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 PRESIDENT:

Tammy Le

E-mail: bctla@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.