

ETA COMMITTEE/CONFERENCE PROTOCOL

PURPOSE:

To provide procedures for the establishment and conduct of unit member's participation in conferences, committee meetings and special meetings as determined by site rep council and/or appointed by the president.

DEFINITION:

An ETA representative is defined as any unit member that is representing or acting on behalf of Etiwanda Teachers Association to obtain information, resources or inquiry into any matter that would be beneficial to the association.

INTEREST:

ETA Representative must notify president or executive board member of interest in attending conference or participation on a committee. All conferences must be approved in advance. Selection of ETA Representative will be determined by an equitable selection process as determined by the ETA Executive Board.

ATTENDANCE:

ETA representative selected to participate or attend conference is expected to attend all meetings or conference unless prior notice is given to president and/or executive board.

REPORTING GUIDELINES:

ETA representative shall prepare a report for the council to present at the next rep council meeting following the conference/committee meeting. It is recommended that summaries are presented in the following formats:

- a. Written - typed summary report, agenda
- b. Multimedia - video or audio tape, PowerPoint presentation, etc
- c. Other - resources obtained from the conference or committee meeting

Pertinent information obtained from conferences will be placed in committee or conference files.

REIMBURSEMENT:

ETA representatives may seek reimbursement for travel and miles as outlined by reimbursement procedures noted on the Member Conference Reimbursement Expense Form. Original detailed receipts are required for reimbursement.

Reimbursement for local delegates' attendance to NEA Conference may not exceed \$1950.