



Alberta SPCA Teacher Advisory Committee Terms of Reference

Purpose

The Alberta SPCA Teacher Advisory Committee or "the Advisory Committee" will provide guidance, feedback, and recommendations to the Alberta SPCA's Education Team. The committee's primary role is to support the development, review, and implementation of educational resources, programs, and initiatives that align with the Alberta SPCA's mission and goals and the education program's outcomes.

Objectives

1. Offer expert advice and diverse perspectives on educational strategies and content development. Work collaboratively to develop new content or update and expand existing content.
2. Review and provide constructive feedback on educational resources to ensure accuracy, relevance, and inclusivity.
3. Identify emerging trends, opportunities, and challenges in education that may impact program delivery.
4. Support the Education Team in evaluating the effectiveness of existing programs and resources.
5. Facilitate connections and collaborations with external stakeholders, including educators, community groups, and other relevant organizations.

Membership

- The Advisory Committee will consist of **5–8 members** who bring expertise in areas such as education, technology, curriculum development, community engagement, etc.
- Members may include educators (K–12), subject matter experts and other stakeholders relevant to the organization's educational work.
- Membership will be for a term of **two years**, with the option for renewal based on mutual agreement.

- Members must sign a confidentiality agreement.

Roles and Responsibilities

Advisory Group Members:

- Attend scheduled meetings (virtual) and actively participate in discussions.
- Provide thoughtful and constructive input on materials and initiatives shared by the Education Team.
- Share knowledge, expertise, and insights that contribute to the group's objectives.
- Respect confidentiality and avoid conflicts of interest in their contributions.

Education Team:

- Provide the Advisory Committee with clear objectives, timelines, and materials for review.
- Facilitate meetings, including preparation of agendas and distribution of meeting notes.
- Incorporate feedback and recommendations from the Advisory Group into the organization's work.

Commitments and Meetings:

- The estimated time commitment for members is approximately 5–7 hours per month.
- The Advisory Group will meet **quarterly** or as needed, depending on the scope of ongoing projects.
- Meetings will be scheduled in advance, and materials for review will be provided at least **one week** before each meeting.
- Additional meetings or consultations may be arranged if required.

Deliverables and Reporting:

- Recommendations on specific resources, programs, or initiatives.
- Written or verbal feedback on draft materials.
- Annual summary of the Advisory Committee's contributions to the Education Team's work.

Compensation:

- Participation in the Advisory Committee is voluntary. Members may be reimbursed for reasonable expenses incurred while attending in-person meetings or other events subject to prior approval.
- Advisory Council members will also be given a stipend to purchase Alberta SPCA merchandise.

Resignation and Termination of Membership:

- If an advisory committee member wishes to end their term prematurely, they are requested to submit a written notice of resignation to the Alberta SPCA Education team. This will help to ensure a smooth transition and allow for a timely recruitment of a new member if required.
- The Alberta SPCA reserves the right to remove a member from the Advisory Committee if any of the following situations occur.
 - Failure to actively participate or fulfill the responsibilities outlined in the Terms of Reference
 - Breach of confidentiality to conflict of interest that negatively impacts the work of the committee
 - Conduct that is inconsistent with the values and mission of the Alberta SPCA.

Amendments:

- These Terms of Reference may be reviewed and amended as necessary, with input from the Advisory Group and approval by the Alberta SPCA Education Team

Benefits of Participation:

- **Professional Development:** Gain experience in advisory roles, curriculum evaluation, program design and collaborative projects.
- **Networking Opportunities:** Connect with other educators and professionals who share an interest in animal welfare and humane education.
- **Support an Animal Welfare Charity!** We rely on volunteers and experts to help us deliver our programs. This is a great way to use your skills to give back.
- **Thank you!** We will acknowledge your contributions on the website, in organizational reports/publications, as well as provide you with a stipend to purchase Alberta SPCA merchandise.

Interested in applying for a position on the advisory committee, please fill out the following form: [Expression of Interest Form](#)