



bctia

**CHAPTER COUNCILLOR
HANDBOOK**

2018-2019

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2018-19 BCTLA Executive

Position	Name	Email	Work Phone
President	Kristie Oxley	oxleyk@live.com	604-517-6220
Past President	Jessica Bonin	bctla.jessica.bonin@gmail.com	250-552-9886
Vice President	Sarah Wethered	sarahwethered@gmail.com	604-517-6244
Treasurer	Dominique Sullivan	domsull@shaw.ca	250-754-6845
Secretary	Tammy Lee	letammy@gmail.com	604-588-3418
Coordinator, Membership and Surveys	Leisbet Beaudry	leisbetjbeaudry@gmail.com	250-562-1164
Coordinator, Chapters and Sections	Marilyn Lunde	bctlachapterrelations@gmail.com	250 368-5591 ext. 124
Coordinator, Advocacy	Rhea Woolgar	gregandrhea@gmail.com	250-962-9271
Coordinator, Professional Development	Doni Gratton	doni.gratton@gmail.com	604-981-1220
Coordinator, Conference Committee	Jennifer Fox	jafox@telus.net	250-782-5585
Coordinator, Social Media and Communication	Sarah Tait	smtarchive@gmail.com	604-941-6053
Coordinator, Websites	Chris Janzen	cjanzen1974@telus.net	604-530-2151
Coordinator, Special Projects and Events	Keely Thornton	miss_knt@yahoo.ca	250-598-4589

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 Executive and the other Chapter Councillors, email the Group at bctlachapterrelations@gmail.com.

Frequently Used Mailing Addresses and Fax Numbers

President	Treasurer
<p>Kristie Oxley</p> <p>604-517-6220</p>	<p><i>Mailing Address:</i></p> <p>Dominique Sullivan 3684 Lagoon Rd. Nanaimo, BC VNT 1N1 250-754-6845</p>
Secretary	Coordinator, Conference Committee
<p>Tammy Le % Salish Secondary School</p>	<p>Jennifer Fox % Kristi Oxley Vancouver, BC. V9S 1G6 Ph: 250-754-6845</p>
Coordinator, Membership and Surveys	Coordinator, Chapters and Sections
<p>Leisbet Beaudry 4131 Rainbow Drive Prince George, BC V2M 3W3</p> <p>Fax: 250-564-4891</p>	<p>Marilyn Lunde J. L. Crowe Secondary School 1300 Frances Moran Road Trail, BC V1R 4L9</p> <p>Ph 250-368-5591 ext. 124</p>

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 peruse 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** in the Fall, to receive and distribute the results of the survey back to Chapter Members in the Spring, 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 2018–19

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

TRANSPORTATION

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 52 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 Canada Line to travel from the airport to Vancouver. In addition, BCTLA will not reimburse for car rentals or travel insurance. If you use the Port Mann Bridge or Golden Ears Bridge, you are entitled to claim the toll. No receipt is required.

ACCOMMODATION

When attending Chapter Council meetings, Chapter Councillors should stay at one of the hotels on the BCTF preferred list. Reimbursement will be at the BCTF rate. Claims should be for yourself only. When staying with friends and relatives, members may claim \$30 per night in lieu of hotel costs. Please note BCTF policy statement 10.I.36: "That the Federation encourage sharing of accommodation at BCTF sponsored meetings." Where members attending a BCTLA meeting choose to share accommodation, each member shall be eligible to receive \$50 per night. A receipt would not be required. The Fall Council meeting and Spring Council/Annual General meeting will end by 4:00 p.m. Saturday night stay is only permitted if necessary for travel home. **October meeting:** BCTLA will only pay towards accommodation related to the Fall Council meeting and will not cover accommodation related to attending the BCTLA conference.

MEALS

Current reimbursement is \$14 for breakfast, \$16 for lunch, and \$26 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, 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, complete with required receipts, should be submitted to:

Dominique Sullivan

3468 Lagoon Road, Nanaimo, BC, VNT 1N1 (250) 754-6845 Email: domsull@shaw.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 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 less delegates (minimum of at least one).

NOTE:

If no Councillor 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 for 2018-2019 is:

Marilyn Lunde <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.

Rhea Woolgar

BCTLA Coordinator, Advocacy

Email: gregandrhea@gmail.com

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.

Rhea Woolgar

BCTLA Coordinator, Advocacy

Email: gregandrhea@gmail.com

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 replaces BCTLA's *The Research Quest*. 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:

Moira Ekdahl

Email: moira.ekdahl@gmail.com

5. Professional Development and Conferences

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

Doni Gratton

BCTLA Coordinator, Professional Development

Email: doni.gratton@gmail.com

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

Please contact Jennifer Fox

Email: [<jfox@gmail.com>](mailto:jfox@gmail.com)

6. 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:

Moira Ekdahl

BCTLA Contact Liaison

Work Phone: 604-713-8258

Email: moira.ekdahl@gmail.com

7. Technology and Communications

BCTLA Website: have a link to share? Or, is a link broken?

Contact: **Chris Janzen**

BCTLA Forum: a provincial listserv; open to all.

Contact:

Blogs and Other Sites

Drop Everything and Read BC: official BC DEAR site.

Contact: gregandrhea@gmail.com

Video and Images

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

BCTLA on Flickr: https://www.flickr.com/photos/bctla_dear/

BCTLA on Pinterest: <https://www.pinterest.com/bctlacommunity/>

Social Media

@BCTLA

@DEAR_BCTLA

Hashtag: #bctla

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

BCTLA Google+: <https://plus.google.com/+BctlaCa>

Have technology ideas or a site to share?

Contact: Coordinator, Websites Chris Janzen, CJanzen@sd35.bc.ca or Coordinator, Social Media and Communication,

8. 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 for most awards and grants is June 1 each year.

Grants for Chapters

Several funding opportunities are available for Chapters. The **BCTLA Chapter Grant Program**, for example, “recognizes the need to encourage professional development, teacher inquiry, and resource development within Chapters of the BCTLA. Each year the BCTLA Chapter Grant Program will provide funding to local Chapters to engage in activities and initiatives which will have positive impacts for school libraries and teacher-librarianship and will enable the BCTLA to meet our goals”. For more, visit <http://www.bctf.ca/bctla/info/awards.html>.

BCTLA Concerns

1. MEMBERSHIP

Why become a member of BCTLA? The fall conference, our journal *The Bookmark*, the advocacy that occurs with respect to liaising with 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	\$63.00 (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.

Joining/Renewing: There are two ways to join BCTLA:

1. **ONLINE:** Join BCTLA online at <http://bctf.ca/psa/join.aspx?psa=49>.
2. **MAIL:** Use the BCTF PSA form available on the BCTF website.

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 leisbetjbeaudry@gmail.com.

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:, Kristi Oxley oxleyk@live.com 604-517-6220.

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 <http://bctf.ca/bctla/conference/2013.html> and was the subject of a webinar available on the BCTLA YouTube page. ERAC has developed a course on copyright, available on their website at <http://www.bcerac.ca/services/training/courses/> (free login required).

**OFFICIAL NOMINATION FORM FOR BCTLA OFFICERS:
2018 - 2019 TERM**

Send completed form to:

BCTLA SECRETARY:
Tammy Le

E-mail: letammy@gmail.com

Only members of the BCTLA may allow their names to stand for office. A person may be nominated by five BCTLA members.

Name: _____

Address: _____

_____ Postal Code: _____

Home phone: _____ School phone: _____

Fax: _____ E-Mail: _____

Nominators' Name, Address and S.D. #

1. _____

2. _____

3. _____

4. _____

5. _____

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:

Complete and return **Working and Learning Conditions Survey - moved to January**
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.

APRIL:

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

MAY:

Apply for BCTLA awards and grants

Form 1: Program of the BCTLA for 2018-19

GOAL	OBJECTIVES	ACTIONS	EVALUATION (method and criteria)
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<p>Improve the working and learning conditions in BC school libraries</p>	<p>Continue to restore or improve school library service to every student and staff member in the province</p>	<ol style="list-style-type: none"> 1. Continue to ensure that Supreme Court Ruling TL minimum staffing ratios are implemented and improved. 2. Work to ensure that in situations where the library is being kept open by someone other than an educator, that the situations are remedied to the extent that teacher-librarian positions are restored in all cases. 3. Work to ensure alternate schools have equitable access to library and teacher-librarians (eg. FN's schools without library or TL) 4. Engage in advocacy for differentiating between flexible open library learning time and prep coverage in the library. 5. Ask research department of BCTF for all information on non-enrolling teacher to student ratios collected in the last 3 years to inform future advocacy efforts. 6. Invite Glen Hansman, Teri Mooring or another BCTF delegate responsible for bargaining to our fall chapter council meeting to help direct our advocacy efforts regarding the next round of 	<ol style="list-style-type: none"> 1. Increase in teacher-librarian FTE and/or improvements in position composition. <i>Source:</i> Working & Learning Conditions Survey, Ministry staffing data (1530) 2. Grievances filed and resolved as per objective. <i>Source:</i> BCTF Field Services data 3. Working and Learning Survey of all schools-including schools without libraries. 4. Working and Learning Survey of all schools-including schools without libraries. 5. Receive information from the research department. 6. Bargaining objectives are focused and brought forth by BCTF representatives at the late October bargaining conference.
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		provincial bargaining.	
	Protect and preserve the fidelity of school library programs	<ol style="list-style-type: none"> 1. Work to preserve teacher-librarians' autonomy to direct library program development and delivery 2. Work to ensure that collaboration time is valued and protected as part of a library program 	<ol style="list-style-type: none"> 1. Increase in teacher-librarians reporting continued or increased autonomy via commentary on survey. <i>Source:</i> Working and Learning Conditions Survey 2. Increase in teacher-librarians reporting that collaboration time is valued in schools on the survey. <i>Source:</i> WLC Survey

	<p>Raise the morale of school- and district-based teacher-librarians</p>	<ol style="list-style-type: none"> 1. Review awards documentation and continue to celebrate BC teacher-librarians' contributions and efforts through BCTLA awards and grants 2. Continue to provide unity and cohesion across the province through the BCTLA Chapters (via Council meetings, etc.) 3. Continue to ensure messaging is positive whenever possible 4. Continue to develop and provide opportunities for teacher-librarians to network and collaborate <ul style="list-style-type: none"> • Formal leadership structures (e.g. Chapters, Committees) • Online networking • Annual conference and additional professional development opportunities 	<ol style="list-style-type: none"> 1. Awards continue to be offered and awarded each year. <i>Source:</i> Observations, incl. of media coverage 2. Meetings continue and provide opportunities for development of sense of unity and cohesion; information transmitted to teacher-librarians consistent from district-to-district. <i>Source:</i> Meeting agendas and Councillor tools, e.g. "reporting out" document; observations 3. Consistency in messaging and discipline with regard to representation and talking points. <i>Source:</i> All forms of messaging; observations 4. Continuation of and increased opportunities; constant assessment and refinement. <i>Source:</i> Observations; surveys
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	<p>Monitor, understand and respond to changes in working and learning conditions in BC's school libraries</p>	<ol style="list-style-type: none"> 1. Reach out to locals without Chapters, rural school districts, to teacher-librarians working in independent schools, and to schools on reserves 	<ol style="list-style-type: none"> 1. Increased understanding of areas not currently served; new Chapters/Sections developed and increased BCTLA membership and subscription. <i>Source:</i> Chapter/Section and membership/subscription data; observations
<p>Develop high standards of school library service and programming in BC</p>	<p>Provide momentum and support for the “shift” of BC's school library programs to meet the needs of 21st-Century learners</p>	<ol style="list-style-type: none"> 1. Continue to provide guidance around the implementation of the learning commons model in BC schools, for example, promoting the updated Library Learning Commons document and adding a document that reports recommendations to school districts and architects in the creation of new Library Learning Commons spaces in new schools 2. Continue to develop an array of professional development opportunities and professional learning resources 3. Identify and share school library program and service innovations 	<ol style="list-style-type: none"> 1. Resources developed or updated and made available via BCTLA website. <i>Source:</i> number of documents 1. Continuation of and increased opportunities; constant assessment and refinement. <i>Source:</i> Observations; surveys 1. Resources developed or updated and made available via BCTLA website. <i>Source:</i> count of social

			media followers
	Provide leadership around the thoughtful adoption of inquiry-based learning in BC	<ol style="list-style-type: none"> 1. Continue implementation of <i>The Points of Inquiry: A Framework for Information Literacy and the 21st-Century Learner</i> 2. Consider partnerships with agencies with similar goals, e.g. Canadian School Libraries (CSL); American Library Association (ALA) 3. Increase communication and collaboration with ALA by sending a group of BCTLA Executive members to the ALA conference in January. 	<ol style="list-style-type: none"> 1. Professional development opportunities provided; resources developed and made available on the web. <i>Source:</i> reporting by BCTLA and Chapters 2. Conversations and meeting(s) held; possibly increased opportunities and access. <i>Source:</i> AGM reports
	Provide opportunities for teacher-librarians to build their own capacity in areas such as technology and makerspaces	<ol style="list-style-type: none"> 1. Develop an array of professional development opportunities and professional learning resources in response to members' expressed interests 2. Continue, whenever possible, to make BCTLA Grants available to Chapters, members and subscribers 	<ol style="list-style-type: none"> 1. Continue to provide various opportunities. <i>Source:</i> Observations and surveys 2. Grants continue to be offered and awarded each year when financially possible. <i>Source:</i> promotion of grant opportunities, sharing of research and tools developed by grant recipients

<p>Promote the place of the school library program and services in relation to learning and educational change</p>	<p>Advocate for the role of the teacher-librarian and school library program within K-12 education</p>	<ol style="list-style-type: none"> 1. Strengthen mentorship and succession planning 2. Continue advocacy program: <ul style="list-style-type: none"> • Discipline on talking points, clear reporting lines, ability to prioritize and respond rapidly and effectively • Advocacy presentations in districts and at the provincial level • Development of promotional materials • Promotional initiatives: <ul style="list-style-type: none"> o Drop Everything and Read o BC School Library Day o “Love Your School Library” Day o BCTLA Awards 3. Continue liaison operations <ul style="list-style-type: none"> • Send representatives to: <ul style="list-style-type: none"> o ALA Jan. conference o BCLA YAACS • Liaise with other school library associations, e.g. WLMA, IASL, CSL and 	<ol style="list-style-type: none"> 1. Mentoring and succession planning discussions at Executive meetings. <i>Source:</i> Observations 2. Consistency in messaging and discipline with regard to reporting, timelines, items requiring action, representation and talking points; participation in and effective visibility at district and provincial events; effective promotional resources developed and made available via BCTLA website; major campaigns coordinated effectively; resources developed and made available; awards and grants promoted; constant assessment and refinement. <i>Source:</i> All forms of messaging; major campaign participation numbers; tools; observations 3. Conversations and meeting(s)
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		library associations, e.g. BCLA, CFLA-FCAB, ALA	held; possibly increased opportunities and access; reported and observable high-regard of partners and other associations. <i>Source:</i> Reports; observations
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	<p>Provide leadership around learning resources</p>	<ol style="list-style-type: none"> 1. Advocate for appropriate resourcing of the new BC curriculum (recommendation to ERAC Advisory Committee; continued sharing of calls for ERAC evaluators) 2. Promote teacher-librarian involvement in the evaluation, selection, and management of learning resources: <ul style="list-style-type: none"> • Encourage teacher-librarians to become evaluators of learning resources and objects • Provide guidance around the shift to greater utilization of digital resources 3. Work to ensure the provision of the best possible learning resources for students, by lobbying at all levels for: <ul style="list-style-type: none"> • The restoration of funding for BC published resources • Targeted funding at an exemplary level • Provincially-provided e-resource content 	<ol style="list-style-type: none"> 1. Evaluator opportunities promoted and conversations and meeting(s) held; resources developed and made available on BCTLA website; evaluation of BCTLA Reviews service conducted. <i>Source:</i> Some messaging and communications; tools; observations; research <p>2/3. Achievement of some targets. <i>Source (as evidence of BCTLA working toward achievement of targets):</i></p> <p>meeting agendas; some messaging and communications; reports; observations</p> <p>3. Per student funding for library resources heard by BCTF bargaining delegate a chapter council meeting.</p>
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		<ul style="list-style-type: none"> ● Availability of unique Canadian content, incl. digitization of materials ● Availability of inclusive content, incl. indigenous and SOGI resources ● Revision and promotion of standards (e.g. <i>Evaluating, Selecting, and Managing Learning Resources</i>) 	
	<p>Provide advice and service for students, colleagues, schools and districts</p>	<ol style="list-style-type: none"> 1. Promote BCTLA as a source of school library advice, guidelines and implementation assistance for schools, districts and locals 2. Consider requests for resources, e.g. recommendations (incl. BCTF Reading site), posters, booklists for parents, etc. 	<ol style="list-style-type: none"> 1. Increased subscription of schools, districts and locals to available resources. <i>Source:</i> Observations 2. Requests considered and actioned upon as needed/possible. <i>Source:</i> Tools; observations

<p>Operate as a sustainable network that is able to provide excellent service to members and subscribers at all levels</p>	<p>Sustain and increase membership</p>	<p>1. Continue BCTLA membership and subscription promotion and retention strategies:</p> <ul style="list-style-type: none"> • Promote BCTLA membership via Chapter Councillors • Promote membership to teacher-librarian non-members • Promote BCTLA subscription • Build Chapters and Sections • Develop membership promotional materials 	<p>1. Overall sustained (comparatively) increased BCTLA membership and subscription; increases evident for specific districts/companies; development of additional and/or merged Chapters/Sections; resources developed and made available on the BCTLA website. <i>Source:</i> Membership/subscription data; Chapter/Section Councillor feedback; research; tools</p>
	<p>Increase mentorship for Executive positions and simplify workloads through automation</p>	<p>1. Consider the development of mentorship/calendar materials in an online portal</p> <p>2. Statement of executive positions sent to chapter councilors before Spring AGM, along with a reminder that all executive positions are open and new people encouraged to run for positions (email to chapter councilors; newsletter article)</p>	<p>1. Materials are possibly developed inside a portal. <i>Source:</i> Observations</p> <p>2. Recruitment of at least one new member to executive and/or retainment of new members (under 3 years service)</p> <p>3. Increased number of re-useable forms available. <i>Source:</i> Observations</p>

		<p>3. Continue to automate processes via the use of Jotforms and Easyreg, e.g. awards form</p>	
	<p>Develop coherent BCTLA E-Presence (websites, social media, video sites, etc.) with high-quality publications</p>	<ol style="list-style-type: none"> 1. Clarify the purpose and achieve optimization of BCTLA’s online presence and develop a plan for future technological directions 2. Promote and continuously update new BCTLA website 3. Digitize chapter constitutions and make available in e-format 4. Create a template and webinar to support chapters in updating their constitutions 5. Explore future webinars 	<ol style="list-style-type: none"> 1. E-presence purpose is clarified and current array is optimized; (Year 5): planning for future directions is considered. New Executive position created. <i>Source:</i> Tools; observations 2. Increased awareness of website as reported by chapter councilors 3. Permanent and accessible location of BCTLA historical materials and archives are located is considered. <i>Source:</i> Observations <p>4/5 Template/webinar is developed and promoted at Spring AGM; at least one local updates constitution</p>