



TESL CANADA BOARD – TCEF COMMITTEE 2019-2020

Terms of Reference

Start Date: October 2019

Finish Date: October 2020

Committee Name: TESL Canadian Educational Foundation

Directors:

Kathy Whynot (Chair)

Paula Kristmanson

Donald Moen

Yalda Ahmadvand

Judy Sillito

Sheri Rhodes

Joy Lin Salzberg

Eric Violago

Mandate:

The role of the committee is to...

1. Promote the teaching and learning of English as an additional language by facilitating travel to and entry into conferences that are aligned with TESL Canada's vision, through the development, management and distribution of bursaries. The bursaries for the year include 4 travel grants (two in spring and two in fall), valued at \$250 each. If funds permit, TCEF will consider offering 1 or 2 TESL Certificate Scholarships for Fall 2020, potentially valued at \$500 each.
2. Manage the scholarship funds through various fund-raising activities
3. Publicize and award the bursaries to eligible candidates at conferences or events held by TESL Canada affiliate organizations.
4. Select the recipients of the TCEF Awards and ensure that recipients are contacted and that they receive the awards
5. Create accountability measures so that the awards are used for their intended purpose
6. Abide by the TCEF By-laws in all dealings and submit an annual report to BC Charities in November of each year.

Goals and/or Objectives:

1. To fund, facilitate, promote activities, research and teaching which will promote and facilitate the learning of English as an additional language
2. To hold, invest, administer and distribute funds and property for the purposes of the society as presently set out and for such other organizations as are "qualified donors" under the provisions of the Income Tax Act and for such other purpose

and activities which are authorized for registered charities under the provisions of the Income Tax Act. The directors in their sole and absolute discretion may refuse to accept any bequests, trusts, funds or property; and

3. To do all such things as are incidental and ancillary to the attainment of the purposes and the exercise of the powers of the Society.

Meeting Schedule:

Ad hoc when projects require work.

Committee Members Responsible for Project Areas:

The entire committee will ensure that funds are awarded by conducting the following activities:

- a. create criteria for awards
- b. publicize awards
- c. review submissions
- d. choose award recipients

Administrative Support Required from TESL Canada:

1. Update links on the TCEF section of the TESL Canada website
2. Send information to community at large about awards, bursaries, and other TCEF activities.

Outcomes Predicted for the Year:

1. Distribute funds for bursaries (four Travel Grants valued at \$250 each, two in spring and two in fall)
2. Plan for future fundraising activities, as required, including having a fundraising option on the TESL Canada website.