

Canadian Teachers' Advisory Circle— Terms of Reference

The Canadian Museum for Human Rights (CMHR) has identified education audiences as a key demographic who interact with Museum content, including but not limited to resources developed specifically for the educational audience. To ensure the Museum continues to develop content and resources that are relevant to educators across Canada, the CMHR has established the Canadian Teacher Advisory Circle.

Vision

The Canadian Teacher Advisory Circle (CTAC) exists to advise and collaborate on the development of educational resources, exhibitions and web content, and institutional initiatives at the CMHR. The CTAC will help keep the Museum informed of current trends and best practices in the education field, which will guide the CMHR in the development of programs, resources and content. The CTAC will reflect the diversity of people living in Canada and will bring provincial and regional representation to the ongoing work of the CMHR.

The CTAC will have 10 external members, with representatives from British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, the Maritimes (2) and the Territories (2). Internally, the Manager, Education and Professional Programs, the Educator in Residence¹ and a member of the education team will participate in the CTAC. The Manager, Education and Professional Programs will chair the CTAC.

Responsibilities

The Canadian Teacher Advisory Circle will:

- Help to guide and inform the development of new programs and resources;
- Review and pilot new programs with students;
- Provide educational perspectives on the development of Museum exhibitions and web content;
- Participate in working groups or sub-committees related to specific projects, as required;
- Participate in the ongoing review of the teaching resources database;
- Inform the CMHR of the needs, current trends and best practices in the K-12 education field.

Commitment

Members of the CTAC will meet virtually for one full day each quarter to complete the work outlined above. Members may individually participate in sub-committees or other CMHR meetings on an as needed basis. Meetings will take place from 9:30 a.m.- 4:30 p.m. Central Time

Members are asked commit to the CTAC for two-year terms. Terms will start in September and end in August. Either party can end the commitments at any time, by written notice. Two-year terms will

¹ The Educator in Residence will serve in the CTAC for one year following the end of their residency.

alternate with half the members changing annually to ensure continuity. To accommodate this, some members of the first CTAC will be asked to serve three years.

Bi-annually, efforts will be made to invite the members to gather in Winnipeg during the summer to collaborate on projects of national scope.

Additional Information

1. A record of all meetings and recommendations concerning the CTAC will be maintained by the CMHR and shared with members.
2. While fulfilling this role, members of the CTAC will keep confidential all information or material that the CMHR deems confidential. Members shall have no proprietary interest whatsoever in any such information or material.
3. All decisions related to the CMHR's exhibitions and programming remain with the CMHR. The CTAC's recommendations and advice will always be seriously considered by the CMHR, but the CMHR retains full and sole control over its exhibitions, programming and other outputs.
4. Members are welcome to share insights, ideas, materials and experiences with the CTAC and understand that the CMHR may incorporate portions of what they share into its educational programs. Members agree that by participating in the CTAC, they are giving the CMHR permission to use, refine or build upon their contributions. Members are not precluded from continuing to use materials shared with the CTAC.
5. The CMHR would like to find appropriate ways of acknowledging the positive role that the CTAC plays in our museum's development. This acknowledgement could take a variety of forms. Honorariums will be made available to members at the rate of \$100 per meeting.
6. If members are required to take leave from their teaching positions to attend meetings, the CMHR will reimburse the employer to cover the cost of a substitute teacher.
7. Members will be reimbursed for reasonable out-of-pocket expenses, to be pre-approved by the CMHR, as follows:
 - a) Travel costs based on Government of Canada Guidelines for pre-approved travel including transportation, hotel and per diem. Travel plans and arrangements must be pre-authorized by the CMHR.
 - b) Reasonable pre-approved costs incurred to assist in the development of CMHR's educational programming.