

**Alberta Teacher Educators of Physical and Health Education
(ATEPHE) Terms of Reference**

Updated July 2021

ATEPHE

ATEPHE members are instructors of physical and health education teacher education in Alberta. As a collective that has been working together for over 20 years, ATEPHE members collaborate and support one another to live our vision and achieve our mission.

VISION

ATEPHE provides leadership, quality instruction, and quality programming in physical and health education teacher education. We aim to develop the knowledge, skills, competency, confidence, and motivation of pre-service and in-service teachers, so that they can be leaders in quality K-12 physical and health education.

MISSION

ATEPHE advocates for quality health and physical education teacher education and shares conversation and resources for professional growth and development. Through collaboration, ATEPHE members support each other to realize the ATEPHE vision at higher education institutions throughout Alberta.

OBJECTIVES

The objectives of this collective are to:

- support one another regarding the development, instruction, and assessment of health and physical education higher education courses
- share resources
- discuss current issues and best practices
- use current research to inform practice and advocate for PHE
- liaise with the Health and Physical Education Council of the Alberta Teachers' Association (HPEC) and offer support and communication of HPEC membership

ANNUAL GENERAL MEETING

The ATEPHE Annual General Meeting (AGM):

- is typically held during the HPEC Annual Conference each May
- offers an opportunity to introduce and welcome new members to ATEPHE
- offers members an opportunity to share expertise and research

- will be preceded by an email invitation, sent out by the Chair, one month prior to the AGM, requesting nominations (self or otherwise) for the incoming position of Chair (if needed)
 - Nominations should include the name, institution, position and a paragraph describing why they are seeking the nomination

PROCEDURES FOR CHOOSING A CHAIR

The Chair:

- is a two year term position that begins and terminates with the AGM (this term may be shortened or supported in extenuating circumstances)
- is a member or incoming member of ATEPHE, nominated/recommended by an ATEPHE member
- nominations are to be communicated to the current Chair prior to the AGM
 - in the event no nominations for Chair are made for the upcoming term, the current Chair may continue their role
 - in the event more than one person is recommended for the position, the current Chair will coordinate an electronic vote among members
 - ATEPHE members will have 7 days to vote, at which point the role of Chair will be determined by a majority, based on the votes received

CHAIR RESPONSIBILITIES

Responsibilities of the Chair include:

- organizing and attending the AGM and other requested meetings
- organizing and preparing an agenda for the AGM
- recording meeting minutes (can be delegated)
- revisiting/updating this Terms of Reference prior to the AGM
- connecting with ATEPHE members when a vote is needed for the incoming Chair
- mentoring the incoming Chair when/if needed
- attending the HPEC annual conference and AGM (May), HPEC Thinkers meeting (September), HPEC executive meeting (January)
- promoting HPEC membership to members, pre-service, and in-service teachers
- offering peer review for the HPEC Runner (professional journal)