

ONTARIO COOPERATIVE EDUCATION ASSOCIATION
L'ASSOCIATION POUR L'ÉDUCATION COOPÉRATIVE DE L'ONTARIO



OCEA PROVINCIAL REPRESENTATIVES: *Expectations and Duties*

Term: 2-Years

Presently, six (6) Provincial Representatives serve the OCEA membership: South, East, Central, North, Francophone: North, Francophone: Central-East-South.

Expectations of Provincial Representative are:

- 1) Possess a minimum of Part One Additional Qualification in Cooperative Education and significant knowledge of Cooperative Education and all other forms of Experiential Learning.
- 2) Support the OCEA aims and objectives and OCEA Ethical Statement.
- 3) Be willing to commit the time required for duties and responsibilities for OCEA activities.
- 4) Be willing to work in a leadership / mentorship role.
- 5) Gain board and school support to attend all Provincial Representative meetings.
- 6) Promote Cooperative Education and all other forms of Experiential Learning.
- 7) Encourage teachers / educators to join OCEA.
- 8) Provide support to teachers who are new to Cooperative Education.
- 9) Support OCEA events (symposium / conference) and activities.

Benefits of being a Provincial Representative:

- 1) Provincial Representatives can gain personal growth and professional recognition as leaders in Cooperative Education. They can gain a provincial perspective on professional issues, and to be a part of province-wide initiatives. They volunteer their time to benefit teachers, educators, and students across Ontario.

Specific Duties:

- 1) Contribute to e-NEWS and other publications.
- 2) Send welcome email to all “new” OCEA members.
- 3) Collect and submit resources for the website.
- 4) Assist with fall symposium and spring conference as required.
- 5) Liaise with members in their region.
- 6) Promote annual OCEA Professional Awards and encourage submission of nominations.
- 7) Promote annual OCEA Elections (Board of Director positions) and encourage submission of nominations.

Membership:

- 1) Serve as the OCEA regional contact in matters relating to Cooperative Education and other forms of Experiential Learning.
- 2) Provide updated information and notices during regularly scheduled teachers’ meetings within their respective region.
- 3) Help in the organization in the delivery of local Cooperative Education events.
- 4) Encourage Co-op, Guidance, Student Success, and Experiential Learning teachers, as well as administrators and members of community organizations to become involved with OCEA.
- 5) Survey members prior to each Board meeting to submit a report on regional needs and issues.
- 6) Forward concerns that have been expressed by members to OCEA Board.
- 7) Attend all board meetings via online / teleconference to remain informed and to provide regional updates. Note: Provincial Representatives may provide feedback on issues during OCEA Board meetings but have no OCEA Board voting rights.

Marketing and Public Relations:

- 1) Promote Cooperative Education and Experiential Learning in the region.
- 2) Assist in the distribution and promotion of OCEA publications.
- 3) Consult with OCEA Board prior to initiating any activity bearing the OCEA name.
- 4) Submit articles from your region to the OCEA e-NEWS editor.
- 5) Attend regional symposia and conferences.
- 6) Encourage sharing of resources and information between members as well as to website.
- 7) Promote student poster contest and solicit entries from their region (every 5 years).

Business Functions:

- 1) Submit a year-end report to the OCEA Board for the year-end meeting.
- 2) Adhere to the OCEA expense guidelines and procedures.
- 3) Mentor incoming Provincial Representatives when leaving the position to ensure a smooth transition.
- 4) Assist with all Association activities as required including symposium and conference.
- 5) Encourage members to visit the OCEA website for current information and resources (<https://oceca.on.ca>).
- 6) Assist with conference planning team if in your region.

Professional Development and Research Funding:

- 1) There is a need for research that reflects the unique nature of Cooperative Education and other forms of Experiential Learning in Ontario.
- 2) Professional development and/or research projects may be partially or fully funded by the Ontario Cooperative Education Association. Applications are subject to approval. Applicants must be current OCEA members.
- 3) Projects that may be considered should directly pertain to Cooperative Education and other forms of Experiential Learning. The proposal for funds must include:
 - 4) A specific purpose or focus.
 - 5) A rationale for the study.
 - 6) An outline of the research process or methods to be used.
 - 7) A summary of conclusions.
 - 8) An assessment of the value of the project and its impact on education.
 - 9) Recommendations for further study.

Proposals should also include the following information: *PD Activity: Research Project:*

- Ø Details of activity, location, date, etc.
 - Ø Breakdown of total cost
 - Ø Amount of money requested from OCEA
 - Ø How balance of funds for the project will be obtained
 - Ø How PD activity will assist Co-op and other forms of Experiential Learning
 - Ø Benefit to OCEA members
 - Ø Date of follow-up report
 - Ø Purpose or focus
 - Ø Rationale for project
 - Ø Members of project team
 - Ø Timelines for project
- 1) Requests for funding should be directed in writing (in English or French) to the OCEA Board.
 - 2) Applicants will be notified as soon as a decision has been made.
 - 3) A cheque will be issued by the OCEA Treasurer upon submission of receipts and all required materials, as outlined above.
 - 4) OCEA reserves the right to publish all or some of the projects that have been funded.