**Annex II**

**The Functions of the Committees of Council**

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| **EXECUTIVE** | **23 MEMBERS** |
| * the execution of policy on behalf of Council, subject to report to the Council;
* the financial and administrative affairs of the Institute, including possible financial and administrative implications of the decisions of other committees;
* the management of planned expenditure and the overview of all spending decisions of the Institute, its committees and its local and self-governing associations;
* the responsibility for staffing, including the leeting and appointment of all officers and officials up to and including Assistant Secretary;
* the Constitution of the Institute and the formulation of proposals for change to the national Constitution and to local and self-governing association constitutions;
* the management of all properties held by the Institute;
* the co-ordination of Institute activities at national and local level and the maintenance of the strategic direction of the Institute as established by the Council;
* the training of Institute members and the recruitment and retention of members;
* the conduct of industrial action on behalf of and in accordance with the framework established by the Council;
* the implementation of the political, trade union and international work of the Institute as established by the Council.
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| **EDUCATION** | **16 MEMBERS** |
| * the development of the educational policies of the Institute and the pursuit of these policies in all types of educational establishment and in all parts of Scotland;
* the determination of professionalism and professional standards;
* the definition of quality in education – including the prerequisites to quality, such as educational structure, management, resources and training;
* the response to educational initiatives from government, local authorities and individual educational establishments.
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| **EMPLOYMENT RELATIONS** | **8 MEMBERS** |
| * employment matters affecting members;
* health & safety matters affecting members;
* legal affairs affecting members;
* the benevolent work of the Institute;
* the support of members on legal, grievance or disciplinary matters, whether through the courts or local or national procedures;
* appropriate casework-related policy related to the above.
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| **EQUALITY** | **16 MEMBERS** |
| * promote equality of opportunity of all teachers and lecturers in Scotland regardless of race, gender, sexuality and disability and to make appropriate recommendations on equality issues to the Council.
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| **SALARIES** | **16 MEMBERS** |
| * to seek to maintain and enhance the salaries and conditions of service of teachers in Scotland represented through the Scottish Negotiating Committee for Teachers (SNCT);
* to act as the negotiating committee of the Institute for those matters under the aegis of the SNCT;
* to provide the Institute representation on the Teachers’ Panel of the SNCT and on the SNCT;
* the direction of local Institute negotiating bodies outwith further and higher education;
* to deal with superannuation matters across all members of the Institute.
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