

Terms of Reference

NAME:

SOAR Administrative and Management Network
(S.A.M.N.)

REPORTING TO:

Board of Directors.

OVERALL PURPOSE OF COMMITTEE:

- a) To create a communication network of administrative/operational and management staff of agencies, boards and commissions.
- b) To deal with operational program and policy issues at the administrative level.
- c) To share knowledge, tools, program templates, best practices, strategies, and other resources through meetings, events, "tool kits", websites, documents and various educational opportunities.

MAJOR TASKS:

Develop/share operational procedures, best practices and inventories of information for the following topics. These tasks will be accomplished and delivered through meetings, workshops, information on the SOAR website, documents/publications, staff visits to tribunals, an annual/bi-annual conference event, and feedback forums.

COMPLETED PROJECTS

1. Paralegal Workshop in the Agency Sector (Jan. 19/09)
2. Human Rights 101 Workshop for Staff and Management (Jun. 11/09)
3. Effective Problem Solving for Interpersonal Conflict (May 25/10)
4. Human Rights 101 Workshop for Staff and Management – Repeat Session (Jun. 2/10)
5. Accessibility – Opening the Doors for All Ontarians (Oct. 26/10)
6. Showcase/Networking Sessions – Case Management Systems (Feb. 23/11)
7. Self-Represented Parties Workshop: Challenges for Agency Staff and How to Meet Them (Jun. 22/11)
8. Workplace Discrimination & Harassment Prevention (WDHP) and Workplace Violence Prevention (WVP) (Sept. 19/11)
9. Issues in Emergency & Security Management (Mar. 5/12)

DURATION OF COMMITTEE:

Ongoing.

NUMBER OF MEETINGS:

Monthly. Additional meetings of the Committee as a whole or Task Teams, will be scheduled as required.

FINANCIAL IMPACT:

To be determined.

STAFF LIAISON:

SOAR Administrator.

SELECTION/ELECTION OF CHAIR:

Recommendation by the Executive Committee; approved by the Board of Directors.

SELECTION/ELECTION OF MEMBERS:

Staff and management from within tribunals, boards and commissions whose job responsibilities or career interests include training, program development, and the overseeing of everyday office administration, operations and management (e.g. staff, trainers, managers, supervisors, operational coordinators and program development personnel).

COMMITTEE CHAIR RESPONSIBILITIES:

- Requesting input and agenda items from all members.
- Preparing an agenda, distributing and posting it at least one week prior to the meeting.
- Chairing the meeting.

COMMITTEE MEMBER RESPONSIBILITIES:

- Attend 6-9 meetings per year.
- Assist with a minimum of 1 project per year.
- Record minutes and action items from meetings.
- Gathering documents and resources.
- Distribution of information.
- Organizing events, activities, documents, etc