

Terms of Reference

NAME:

Education Advisory Committee.

REPORTING TO:

Board of Directors.

OVERALL PURPOSE OF COMMITTEE:

To serve as a resource for efficient and appropriate education and training strategies and structures.

MAJOR COMMITTEE TASKS:

1. Resource to other committees as needed/requested.
2. Keep Board of Directors informed on a monthly basis.
3. Provide educational expertise as needed/requested.
4. Keep abreast of and advise the Board of current educational issues, resources and trends in the adjudicative community.
5. Liaise with other associations e.g. BCCAT, CCAT, AFAJ, OBA, CBA regarding educational and training matters.
6. Identify common education and training needs of administrative justice staff and members.
7. Suggest a systemic training and education policy whereby training and education are available and provided to all administrative justice system staff, management and members.
8. Recommend common standards for all SOAR courses e.g. evaluation, facilitation, etc.
9. Recommend strategies to the Board of Directors for the financing of new initiatives and programs.

DURATION OF COMMITTEE:

Ongoing.

NUMBER OF MEETINGS:

As required.

FINANCIAL IMPACT:

Make recommendations to the Board of Directors to ensure courses are relevant and financially viable.

STAFF LIAISON:

SOAR Administrator.

SELECTION/ELECTION OF CHAIR:

Appointed/approved by the Board.

SELECTION/ELECTION OF MEMBERS:

- Appointed/approved by the Board.
- The committee should be reflective of the diversity of Ontario ABC's.
- Maximum of four (4) members on the committee.

- Membership shall be for a minimum of one (1) year and a maximum of three (3) years (renewable).

COMMITTEE CHAIR RESPONSIBILITIES:

1. Chair meetings
2. Provide monthly reports to the Board.

COMMITTEE MEMBER RESPONSIBILITIES:

As per above major tasks.