

## **Training & Capacity Building Committee Terms of Reference (April 2011)**

### **Background**

The Training and Capacity Building Committee (TCBC) was originally formed as *ad hoc* Conference Planning Sub-committee in 2010 to prepare for the *Together We Prosper* conference. In November of 2010 it was decided that the Training and Capacity Building become a full Standing Committee with the Peterborough Partnership PPCII on Immigrant Integration (the PPCII).

### **Duties of the TCBC**

The Committee's focus is on a broader program of training and capacity building for members, target audiences, and the Peterborough Community as a whole. This includes:

- A. Identifying speakers/presentations for PPCII meetings with the aim of building the capacity of PPCII members in attendance at the meetings.
- B. Implementing an alternating annual program between a large conference and a workshop series

### **Objectives**

The committee will not duplicate the work of the education and training sector partners in the community, but rather address capacity building for the PPCII members themselves, as well as identified target groups as identified by the PPCII Integration Strategy.

### **Composition**

The TCBC is composed of a minimum of 5 voting members and a maximum of 9 voting members, appointed by the PPCII by January 31<sup>st</sup> each year. The PPCII should endeavour to appoint members with a background in research, municipal services, education, employment or community services.

PPCII members should indicate their interest in becoming a member of the TCBC by notifying the Chair of the PPCII. If there are more than 9 voting PPCII members interested in becoming a voting member of the TCBC, the PPCII will elect the TCBC voting members with ballot.

The PPCII Coordinator and the PPCII Outreach Coordinators are a non-voting members of the TCBC.

The Term of Office shall be for one year beginning on February 1<sup>st</sup> and ending on January 31<sup>st</sup> of the following year. Membership may be renewed on an annual basis.

The PPCII shall be responsible for deciding on the filling of any vacancy in the membership of the TCBC which occurs during the year, at the PPCII meeting immediately after the appearance of the vacancy.

### **Roles and Responsibilities**

The **Chair** of the TCBC shall be chosen from among the voting members of the Committee by the voting members of the Committee at the first meeting following the annual appointments.

The voting members shall be responsible for filling a vacancy in the position of Chair, from among the voting members, at the meeting immediately after the appearance of the vacancy.

The Chair is responsible for carrying out or delegating the following duties:

- Setting TCBC meeting dates and agendas
- Acting as facilitator at TCBC meetings
- Supervising the implementation of the decisions of the TCBC
- Reporting in writing to each meeting of the Executive Committee and attending meetings of the Executive Committee as a voting member of the committee (or sending a designate to do so in the event that the Chair is absent).
- Attending and reporting in writing to each meeting of the PPCII

PPCII **staff** shall be responsible for the following:

- Sending meeting agendas and minutes to members
- Attending meetings and taking minutes and participating in discussion
- Arranging refreshments for meetings
- Implementing committee decisions, as directed by the Chair and assigned by the New Canadians Centre Peterborough Executive Director

Where staff is not available, the Chair will be responsible for carrying out or delegating these tasks.

**General TCBC members** are responsible for:

- Attending TCBC meetings, or for notifying the Chair of their absence.
- Keeping up-to-date with the TCBC's work by reading TCBC meeting minutes and following up on tasks.
- Assisting the Chair with the Chair's responsibilities when necessary.
- Requesting that any items they wish to discuss be added to the agenda in

advance of the meeting.

Where a member misses two TCBC meetings in a row without notification, or three TCBC meetings in a row, the Chair shall contact them, and their continued membership will be addressed at the next TCBC meeting.

### **Working Groups**

At times, the TCBC may establish by motion an Ad-Hoc Work Group to achieve a short-term goal or address a specific issue.

In the establishment of a Work Group, the TCBC shall

- appoint one TCBC voting member to act as liaison
- appoint other members from the TCBC, the PPCII or the community
- establish the terms of Reference for the Work Group
- determine the reporting requirements for the Work Group

### **Meetings**

1. The TCBC will meet at the time and place that the TCBC members decide.
2. The TCBC will meet a minimum of six (6) times per year, in advance of regularly scheduled PPCII meetings.
3. A quorum at meetings of the TCBC will consist of 50% +1 of TCBC members.
4. If at any time during a TCBC meeting there ceases to be a quorum present, the TCBC can still have a meeting with no ratification of proposals until a quorum is present again.
5. Meetings are open to visitors, but the TCBC reserves the right to hold in-camera discussions in accordance with FIPPA legislation.

### **Minutes**

Minutes are public, and shall be uploaded to the PPCII website. A link to the location of the minutes will be sent to all TCBC members. Minutes will be made available at least two weeks before the next TCBC meeting.

### **Decision-Making**

Decision-making should follow the modified consensus model as described in detail in the PPCII Terms of Reference.

All members shall abide by the Conflict of Interest Policy as outlined in the Terms of Reference for the PPCII.

### **Accountability**

The TCBC is accountable to the PPCII as a whole.

The TCBC may identify projects and bring them to the Executive Committee for recommendation. If after reviewing, the Executive Committee recommends the project to the PPCII, the PPCII will discuss it and it will only be ratified with approval of the PPCII. Without the recommendation of the Executive Committee, the PPCII will not discuss the project possibility.

**Review**

These Terms of Reference are up for review annually by the TCBC and PPCII. Any proposed changes must be accepted by both bodies before coming into effect.