

TERMS OF REFERENCE

COMMITTEE NAME: Apprenticeship Standing Committee

GENERAL PURPOSE:

As established in the Electrical Contractors Association of Alberta Bylaws, the Apprenticeship Committee is a Standing Committee reporting to the Board through its Chairperson. The Apprenticeship Committee assists the Board in its function of professional governance by:

- Recommending, implementing and evaluating operational apprenticeship policies;
- Developing and monitoring operation apprenticeship policies;
- Monitoring and evaluating the Association's apprenticeship programs;
- Making recommendations to the Board relative to changes in acts affecting apprentices.

DUTIES/ ASSIGNMENTS:

The Apprenticeship Committee is assigned the following tasks during the period of these Terms of Reference:

1. To review all internal operational policies and submit recommendations to the Board for changes and additions.
2. This review will include findings of the Strategic Planning Process as it relates to this committee.
3. To monitor the Apprenticeship and Industry Training Act; Safety Codes Act; Electrical Protection; and Electrical and Building Codes; to ensure the needs of the apprentices are being met.
4. To liaise with the Apprenticeship Department of the Alberta Government of to ensure accurate feedback.
5. To liaise with Skills Canada to keep Apprentices informed.
6. To prepare an annual operating plan including a budget.
7. To prepare a written report for each Board meeting relating to progress towards stated goals and objectives and budget spent.
8. To prepare an Apprenticeship Committee report for the Annual General Meeting.
9. To prepare a yearly evaluation of the Committee's accomplishments of these Terms of Reference, recommending changes and amendments for the following year.

APPOINTMENTS AND COMPOSITION

All committees will reflect a Provincial and Regional Chapter Membership.

The Board shall appoint not less than 6 committee members recruited from the general membership. A Board Chairperson will be appointed on an annual basis.

DURATION OF APPOINTMENT

The term of appointment of all committee members will be 3 years, with a graduated drop off process.