

# **Advisory Committees – Interim Report – Appendix A**

## **Terms of Reference Template for Board Advisory and Special Advisory Committees**

### **PREAMBLE**

- Statement of vision of the advisory committee
- Statement made in context in the wider vision of education of the TCDSB
- Outline of resource documents associated the vision and purpose of the advisory committee

### **MANDATE & OBJECTIVES**

- Statement of advisory committee's mandate
- List of goals and objectives

### **METHOD OF REPORTING AND ADVISING BOARD**

- Consideration of minutes and motions - format and public record
- Consideration of staff role in advising Board
- Consideration of Annual Report

### **RESOURCES TO BE PROVIDED**

- Consideration of staff positionality and technical resources beneficial to the advisory committee's work

### **ELECTION OF LEADERSHIP**

- Process and term length for Chair

### **COMPOSITION AND MEMBERSHIP**

- Scope of roles and quantity of community members appropriate for membership
- Scope of roles and quantity of staff and trustee membership
- Voting rights
- Considerations for membership – criteria, approval mechanism

### **QUORUM**

- Defined for this advisory committee

## **TERMS**

- Qualifications for membership
- Application form
- Selection vetting process for members
- Term of membership

## **MEETINGS**

- Number of meetings
- AGM
- Rules of minimum attendance
- Minutes – format, approval, posting
- Public, guest attendance, observers

## **AGENDA**

- Format - Order
- Notice
- Approval

## **RULES OF ORDER**

## **VOTING**

- Considerations of members

## **SUB-COMMITTEES**

- Consideration of function, membership, reporting

## **GLOSSARY**

- Consideration of the listing of terms commonly associated with this advisory committee