

STEERING COMMITTEE TERMS OF REFERENCE

The Aging Workforce Steering Committee is an ad hoc committee of the Workforce Development Board (WDB).

Duties and Responsibilities

- To guide the work of the Aging Workforce Research Pilot Project and to identify, convey and champion the needs and interests of the community from a broad group of advisors/contributors (e.g. citizens and community organizations in the WDB region; City and County of Peterborough; City of Kawartha Lakes; Counties of Haliburton and Northumberland.
- Champion the initiative, including securing support and involvement from community stakeholders.
- Ensure that research adheres to the highest standards of ethics and integrity in obtaining, recording, and analyzing data; and in utilizing, reporting and publishing results.
- Regularly review all research projects to assure ongoing compliance with project principles established by the steering committee, budget and the scope of work.
- Participate in workshops, meetings and presentations as required.
- Develop a work plan that outlines specific Committee activities for the coming year.
- Support efforts to secure project funding.
- Approve the planning process timelines and outcomes.
- Actively participate in project outcomes.
- Steering Committee will approve minutes from all meetings.

Decision-Making

There may be times when the Project Steering Committee is expected to reach a decision or put forward a recommendation. If possible, decision making will be by consensus. If consensus cannot be reached, the majority will rule but differing opinions will be noted.

Membership

The committee should represent a wide cross section of communities within the WDB region (specifically Peterborough City and County as this is the pilot site), communities of interest and business sectors in the community and include two to three members from academic institutions for information and advice purposes. Membership is open to any community member.

Meetings

At minimum, the Aging Workforce Steering Committee will meet quarterly. Correspondence between meetings via telephone or e-mail may also be required. Individual impact is important, with this in mind, committee members must be in attendance for at least 50% of meetings held in a calendar year.

Term

From November 2008 to the end of the Project (end date to be determined).