

WORKFORCE DEVELOPMENT BOARD

TERMS OF REFERENCE

Community Development Committee

Composition: Chair _____
1 Director
3-5 Members

Mandate

The Community Development Committee takes opportunities identified in the Integrated Local Labour Market Plan and creates community partnerships to develop activities and projects that respond to these challenges. This work includes organizing events and activities that promote the importance of education, training and skills upgrading to youth, parents, employers, employed and unemployed workers and the public in general.

Duties

- Identify project deliverables for Board and Ministry approval on an annual basis
- Establish Community Partnerships to undertake projects and events work
- Assist the Partnerships with the establishment of the parameters of the work, the desired outcomes and the tools to measure the outcomes
- Monitor progress of the work through assigned staff, ensuring timely completion
- Review final report of each project and present results to the Board

Reporting

The Community Development Committee will report progress and outcomes to the Board of Directors at regularly scheduled Board meetings. Support information will be circulated to the Board in the Board package prior to the meeting.

Communication

The Community Development Committee will report to the Board on the activities of the Committee. The Committee will circulate preliminary meeting agendas to the Chairs of other relevant Board Committees and will follow-up with an executive summary of important information and actions taken in the meeting.

The Committee will provide an annual summary report of its activities for inclusion in the Corporation's Annual General Meeting.

Term of Office – Two (2) years with a maximum of two (2) consecutive terms.