



## **Terms of Reference for the Employment Committee**

### **1. Mandate**

The Employment Committee (EC) shall deal with matters referred to the EC by the Governing Council (GC) and by the Advisory Council (AC) as well as those matters identified by EC members. In all instances, the EC shall make recommendations to the GC for its approval, unless the GC has specifically provided the EC with the authority to act on a certain matter or matters on behalf of the GC.

The EC's main purpose shall be to:

- a) Assist the GC and AC to identify, assess, pursue and implement employment related opportunities to ensure that CAN meets its organizational objectives;
- b) Help develop, promote and implement sound policies, procedures and practices related to employment across the Network; and
- c) Assist the GC to fulfil the Network's commitments to its partner organizations and primary stakeholders regarding employment related issues.

### **2. Membership**

The EC shall be a committee of the GC and shall be composed of no fewer than six and no more than 12 members.

EC members shall be appointed for an initial two-year or three-year term and may be renewed for a second two-year term, subject to GC approval.

Inaugural committee members shall be nominated by CAN MOU Signing Authorities and/or Advisory Council members and appointed by the GC following consultation with the CAN Application Review Committee. CAN MOU Signing Authorities and/or Advisory Council members may nominate:

- a) themselves;
- b) a CAN Partner Organization employee or volunteer; and/or
- c) a representative from the broader community whose knowledge, experience and expertise with regards to employment related issues are deemed by partner organizations to be an asset to the committee.

The Director of CAN's National Office shall also sit on the EC as a non-voting member and shall designate a CAN National Office staff person or an external resource to act as Secretary to the EC.

### **3. Committee Chair**

The inaugural Chair of the EC shall be appointed by the Chair and Vice-Chair of the GC, following consultation with the CAN Application Review Committee charged with the review of all nominations made by CAN partner organizations.

The Chair of the EC shall be appointed for an initial two-year or three-year term and may be renewed for a second two-year term, subject to GC approval.

In the absence of the Chair of the EC, the meeting shall be chaired by a member of the committee designated by the Chair or as chosen to chair from amongst his or her peers.

### **4. Notice and Frequency of Meetings**

The EC shall meet in person or by teleconference/webinar at least twice a year at the call of the Chair, and in collaboration with the CAN National Office.

Notice of every meeting shall be delivered, telephoned or sent electronically to each EC member at least 7 days before the meeting is to take place. However, EC members may collectively waive notice of a meeting.

### **5. Quorum and Voting**

A quorum for meetings shall be a majority of the EC voting members then holding office present in person or by telephone or other telecommunication device that permits all persons participating in the meeting to speak and hear each other.

EC members shall seek consensus in formulating their recommendations for the GC. Where such consensus cannot be achieved, recommendations shall be decided by a majority of the votes cast on the question. In the case of an equality of votes, the Chair shall have the deciding vote.

A EC member shall not be entitled to vote by proxy at any meeting of the committee.

### **6. Reporting**

The Chair of the EC, or in his or her absence, another member of the EC, shall report at each meeting of the GC and AC on committee business since the last meeting of the GC and AC, and on proposed recommendations, if any, for the GC's or AC's discussion or approval.

### **7. Evaluation**

The EC, or the GC on its behalf, shall review the EC terms of reference annually and make recommendations for changes, if any, to the GC. The GC shall consider these recommendations and reaffirm or revise as needed, the terms of reference and or the membership of the EC.

## **8. Accessibility**

In the execution of its duties, the EC will seek to ensure that its meeting venues are accessible spaces and that its deliberations, outputs and activities are made available in accessible formats.

## **9. History**

The initial terms of reference were drafted in March 2020 by Special Advisor, Michelle Gauthier, in consultation with the Chair of the Governing Council, Suzanne Blanchard, the Director of the CAN National Office, Boris Vukovic and the Assistant Director of the CAN National Office, Julie Caldwell. They will be presented to the GC for discussion and approval at its inaugural meeting in May 2020 and for ratification by the Employment Committee at its first meeting in spring 2020.

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