



**Saskatchewan Apprenticeship and Trade
Certification Commission**

**Standards ad hoc Committee
Terms of Reference**

Commission Board Approved – December 16, 2015
Commission Board Approved – February 27, 2013
Commission Board Approved – January 26, 2011

Saskatchewan Apprenticeship and Trade Certification Commission

Standards Committee Terms of Reference

1) Purpose

Pursuant to Section 43 (1)(g)(h) *The Apprenticeship and Trade Certification Act, 1999*, the SATCC Board of Directors may appoint an ad hoc Standards Committee to deal with time and task sensitive issues.

2) Responsibilities

The Standards Committee shall have the following general duties and responsibilities.

- a) Review and develop recommendations for the SATCC Board of Director's consideration on matters pertaining to standards of training, certification, examination, curriculum and entrance requirements for designated trades.
- b) Review and develop recommendations for the SATCC Board of Director's consideration on matters pertaining to the designation or any new voluntary trade, sector, sub-trade or area of endorsement.
- c) Review and develop for the SATCC Board of Director's consideration on matters pertaining to the de-designation or any voluntary trade, sector, sub-trade or area of endorsement.
- d) Carry out any other responsibilities as assigned by the Board from time to time.

3) Membership

- a) Members of the Committee shall be appointed by resolution of the Board as required and shall consist of not less than 3 and not more than 5 members of the Board, reflecting the industry and stakeholder balance of the Board.
- b) As an *ad hoc* committee, other members from the SATCC board of directors could be added as needed, depending on the issues that the Standards Committee was to deal with.
- c) The Board shall appoint members to the Committee for a three year term.
- d) The SATCC Board Chair and Vice-Chair may attend meetings of the Committee, at their discretion.
- e) The Committee Chair shall be appointed by the Committee.

4) Meetings

- a) The Committee shall meet at the call of the Chair of the Committee, as required on an ad hoc basis.
- b) A quorum shall be half the Committee members.

5) Reporting

- a) The Commission shall provide staff support to the Committee and staff shall act as recording secretary.
- b) The minutes shall include an outline of items discussed, proposed recommendations and action items for the SATCC Board of Directors.

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- c) Following Committee approval, the minutes of the Committee meeting shall be submitted to the SATCC Board of Directors for information.