



Saskatchewan Apprenticeship and Trade Certification Commission

Trade Board Appointments Standing Committee Terms of Reference

Commission Board Approved – December 16, 2015
Commission Board Approved – January 28, 2015
Commission Board Approved – February 27, 2013
Commission Board Approved – January 26, 2011

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Trade Board Appointments Committee Terms of Reference

1) Purpose

Pursuant to Section 43 (1)(g)(h) *The Apprenticeship and Trade Certification Act, 1999*, the Trade Board Appointments Committee shall be a standing committee to recommend Trade Board appointments to the SATCC Board of Directors.

2) Responsibilities

The Trade Board Appointments Committee shall have the following general duties and responsibilities.

- a) Review and develop recommendations for the SATCC Board of Director's consideration for the appointment of members to Trade Boards.
- b) 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) The Board shall appoint members to the Committee for a three year term.
- c) The Committee Chair shall be appointed by the Committee on an annual basis.
- d) The Commission Board Chair and Vice-Chair may attend meetings of the Committee, at their discretion.
- e) The Committee shall work using a consensus model.

4) Meetings

- a) The Committee shall meet at the call of the Chair.
- 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.
- c) Following Committee approval, the minutes of the Committee meeting shall be submitted to the SATCC Board of Directors for information.