



**Saskatchewan Apprenticeship and Trade
Certification Commission**

**Inclusion and Program Innovation
ad hoc Committee
Terms of Reference**

Commission Board Approved – December 16, 2015
Commission Board Approved – January 26, 2011

Saskatchewan Apprenticeship and Trade Certification Commission

Inclusion and Program Innovation Committee Terms of Reference

1) Purpose

Pursuant to Section 43 (1)(g)(h) *The Apprenticeship and Trade Certification Act, 1999*, the SATCC Inclusion and Program Innovation Committee shall be an ad hoc committee of the Board of Directors and assist the Board by providing guidance and advice in relation to inclusionary practices and innovations in apprenticeship programming.

2) Responsibilities

The Inclusion and Program Innovation Committee shall have the following general duties and responsibilities.

- a) In response to the identified needs of employees, employers and other apprenticeship stakeholders, provide recommendations for the Board's consideration regarding innovations in apprenticeship.
- 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 and shall consist of not less than 3 and not more than 6 members of the Board, reflecting the industry and stakeholder balance of the Board.
- b) The Committee Chair shall be appointed by the Committee.
- c) The Commission Board Chair and Vice-Chair may attend meetings of the Committee, at their discretion.
- d) Members of the Committee shall continue to be members until a successor is appointed, unless the member resigns, is removed by Board resolution or ceases to be a member of the Board.

4) Meetings

- a) The Committee shall meet at the direction of the SATCC Board, as required.
- 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 and submitted to the SATCC Board of Directors for information.