



**Saskatchewan Apprenticeship and Trade
Certification Commission**

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

Commission Board Approved – June 21, 2018

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) Membership

- a) Members of the Committee shall be the entire Board and reflect the industry and stakeholder balance of the Board.
- b) The Committee shall appoint a Chair for each meeting.
- c) 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.

3) 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) Every two years conduct a review of the Inclusion and Program Innovation Committee's Terms of Reference and recommend to the Governance Committee any amendments. If the Committee is not required to meet for any other purpose, this responsibility can be carried out by the Governance Committee.
- c) Carry out any other responsibilities as assigned by the Board from time to time.

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) Decision Making

All decisions of the Inclusion and Program Innovation Committee will be based on the SATCC Consensus Model (see Appendix 1).

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6) 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.

7) Confidentiality

All deliberations of the Inclusion and Program Innovation Committee, including all records, material and information shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

8) Review History

Board Approval dates: June 21, 2018; December 16, 2015; and January 26, 2011
Last Committee review: December 16, 2015
Next scheduled review: April 2020

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Appendix 1 - SATCC Committee Consensus Decision Making Model

