

# REGIONAL COMMUNITY ADVISORY COMMITTEES



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<b>POLICY NUMBER</b>	ADM 20-1
<b>APPROVAL DATE</b>	May 13, 1995
<b>AUTHORITY</b>	President
<b>CATEGORY</b>	Administrative
<b>PRIMARY CONTACT</b>	Vice-President
<b>ADMINISTRATIVE CONTACT</b>	(TBD)

## POLICY

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In order to ensure that it is responding to the needs of the communities it serves outside of the Kamloops area, Thompson Rivers University (TRU) seeks advice and guidance from representatives of each of the communities in the TRU region.

TRU shall establish Community Advisory Committees to advise the Vice President, Community and Distributed Learning Services. The Williams Lake Advisory Committee will advise the Dean of the Williams Lake Campus, on matters pertaining to course and program requirements for the communities they represent.

## REGULATIONS

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### 1. MEMBERSHIP

- 1.1. Community Advisory Committees comprise six to fifteen members appointed by the Vice President, Community and Distributed Learning Services. Appointments are recommended by the Board of Governors, advisory committee members, the local chamber of commerce, the local municipal government, the local school district and Thompson Rivers University (TRU) staff.
- 1.2. Community Advisory Committee members shall normally be appointed for a two year term. Appointments of members can be renewed for up to two additional two year terms. Appointments are effective September 1<sup>st</sup> of any year. The Vice President, Community and Distributed Learning Services may appoint at other times of the year.
- 1.3. Two consecutive absences without prior notification by a member will normally be interpreted as that member's resignation from the Committee.
- 1.4. Members of the Community Advisory Committees shall represent a cross section of the community where possible. They may comprise at least one local representative of the:

- a. School District;
- b. TRU Board of Governors;
- c. Chamber of Commerce;
- d. Municipal Government;
- e. First Nations Organizations;
- f. Canada Employment Centre;
- g. Provincial Ministry of Social Services;
- h. Labour Councils; and
- i. Representative(s) of appropriate volunteer agencies.

All committee appointees will hold voting rights.

- 1.5. Where possible there will be equality in the numbers of male and female representatives. Other recognized groups, such as aboriginal peoples, people with disabilities and visible minorities will be included in the Community Advisory Committee.
- 1.6. Where joint TRU/School District planning of educational services to adults in the community is being carried out, membership of the committee will be determined in cooperation with the local school district. In these instances, the above membership composition and principles of membership will remain in place.
- 1.7. Ex-officio members of the Community Advisory Committee will comprise:
  - a. for Williams Lake, the Dean, Williams Lake Campus;
  - b. for all other centres, the Vice President, Community and Distributed Learning Services, or designate;
  - c. the Community Co-ordinator for the local area.

These members will be non-voting.

- 1.8. Each Committee will elect its Chairperson from among the voting members. TRU will provide secretarial support to the Chair and the meetings.
- 1.9. Community Advisory Committees will normally be established for all locations for which a TRU Community Coordinator has been appointed.

## **2. MEETINGS**

- 2.1. The Community Advisory Committee will determine the time, date and place of meetings. The Committee will meet at least twice each year and more frequently if

deemed appropriate by the Committee. Any member of TRU may attend any meeting as an observer, and may speak if invited to do so by the Committee Chair.

- 2.2. The Committee Chair, in cooperation with the Community Coordinator, will be responsible for establishing the agenda. Agenda items may be initiated by any member of the Committee or any member of the TRU staff. If a decision is required on the relevancy of an item, it will be made by the Committee Chair in consultation with the university college official responsible for the centre.
- 2.3. The Committee Chair and the Community Coordinator will ensure that agendas and minutes are prepared and distributed in a timely fashion.
- 2.4. The Committee Chair and the Community Coordinator will ensure that action items receive prompt follow-up.

### 3. **TERMS OF REFERENCE**

Each Community Advisory Committee will:

- 3.1. Assist with the identification of post-secondary educational and training needs of individual adults, community groups or organizations, businesses and government agencies in their area.
- 3.2. Advise the Vice President, Community and Distributed Learning Services, or the Dean of the Williams Lake Campus, on the courses, programs, services and facilities necessary to meet the identified needs.
- 3.3. Where practicable, assist TRU staff to identify local personnel capable of assisting TRU to meet the needs.
- 3.4. Assist the Community Coordinator and other TRU staff to promote programs and services in the community.
- 3.5. Assist TRU staff to develop two-year rolling plans for program and service delivery in the community. Where joint TRU/School District planning of educational and training services for adults is underway, assist both parties to develop two-year rolling plans.