



College Committee on Human Resources Development (CCHRD)

TERMS OF REFERENCE

1.0 Introduction

The following Terms of Reference are for the College Committee on Human Resources Development (CCHRD).

2.0 Mandate

CCHRD provides a forum that provides advocacy and leadership, innovation, collaboration and information sharing among Ontario college faculty, staff and organization development professionals. The committee works to assist its members with their roles as effective change agents and strategic learning and development leaders within the Ontario College system.

CCHRD facilitates the development and maintenance of partnerships and collaboration among development professionals within Ontario Colleges.

The committee identifies and / or responds to needs expressed by HRCC, and then designs, implements and evaluates province or region-wide human resources development initiatives, as appropriate.

Objectives of the Committee:

- Collaboratively designing or sharing initiatives related to faculty, staff and organization development in the Ontario College System.
- Researching, anticipating, forecasting and analyzing emerging trends in professional development to meet the needs of the Ontario College System.
- Planning and delivering provincial faculty, staff and organization development initiatives and ensuring appropriate financial arrangements.

3.0 Reporting Structure

The Committee reports to the Human Resources Coordinating Committee (HRCC) of Colleges Ontario.

Ad hoc committees and groups struck on a project or initiative basis either report to or are affiliated with the Committee.

Committees of CCHRD may be formed to deal with specific development initiatives related to the mandate of CCHRD. The selection of the members of ad hoc committees should, where appropriate, adequately represent all regions and/or stakeholders.

4.0 Membership

1. One or more development practitioners in a leadership role from each Ontario college, as designated by that college.
2. Special members may include: Individuals from polytechnics or, public institutes not part of Colleges Ontario.
3. Ex officio members include: HRCC Chair or Co-chairs, and those covered by any Memoranda of Understanding (e.g .individuals from associations in partnership with CCHRD.)
4. The membership is lead by an Executive Committee, elected from the committee members. It is composed of
 - Two Co-Chairs
 - One Treasurer
 - Past-Chair
 - Four Regional Representatives: Central, Western, Northern, Eastern (as nominated and elected by each region, at its discretion)
 - One HRCC Representative

The election process for the Co-Chair(s) and Treasurer is as follows:

- For general membership meetings, each Ontario college will have one vote in person or by proxy. Special members and Ex-officio members do not have a vote.
- Upon giving notice to the membership of the annual general meeting, or in any event, at least two months prior to the annual general meeting, the Executive Committee shall in writing give notice of the upcoming elections, identifying the Elected Offices that are slated for election, inviting written advance nominations for same, and offering to

- receive written proxy forms from Ontario colleges who might not be sending a delegate member to the annual general meeting.
- Proxy notices may be in any written form, provided that they clearly identify the transfer of voting right from one member to another member, the meeting for which the proxy is valid (and optionally may include voting restrictions), and is delivered to a member of the Executive Committee before the election is reached in the order of the day.
 - Nominations shall also be open from the floor at the annual general meeting in the ordinary order of business.
 - Voting for the election of Elected Officers shall be in person only, including by proxy, by secret ballot.

The terms of office:

- a. Members typically belong as long as they are in their development leadership role and designated by the college.
- b. Co-Chair(s), Treasurer are typically two year(s). One Co-Chair is elected each year.
- c. Past-Chair is typically one year.

5.0 Meetings

- a. **Notice of meeting / schedule:** A schedule of meeting dates for the year will be determined at the AGM, for the following 12-month period.
 - The general membership will meet face-to-face, a minimum of once per year at an Annual General Meeting. Monthly web meetings, interest / topic-based, will be held during the rest of the year, at the call of the Co-Chairs.
 - The order of the day for any annual general meeting will include, preceding the election (if any), the ratification of all business carried out for CCHRD by the Executive Committee in the year just completed.
 - The Executive Committee will meet as needed via teleconference.
 - Ad hoc committees will meet as required to steer or coordinate CCHRD provincial initiatives.
 - Regions will meet according to such schedules as they may respectively establish.
- b. **Agendas:** Meeting agendas are set by the Co-Chair, upon suggestions received from members. The Chair will circulate the final agenda and relevant background materials to the Committee one week prior to the meeting.
- c. **Voting:** Questions, issues arising at any meeting shall be decided by consensus of the Executive Committee.
- d. **Quorum:** At a general membership meeting, this will consist of representation of eight colleges with at least one college from each region represented. For operational meetings of the Executive Committee, quorum will consist of four members of the Executive Committee, with each region represented.

6.0 Minutes & Correspondence

- a. Minutes of the Committee are written by the Co-Chairs.
- b. Minutes of all general meetings will be kept on the CCHRD website.
- c. Minutes of the Executive Committee will be made available to the general membership through their Regional Representatives, and to the HRCC chair through the HRCC representative on the Executive Committee.
- d. Distribution of all general meeting minutes will include the chair(s) of HRCC.
- e. After any general meeting, even if the minutes are not yet formally approved, the Executive Committee is empowered to act as if the minutes of the meeting were formally approved, provided that the minutes of that meeting are distributed not later than 30 days after the meeting, and provided that not more than one third of those in attendance at the meeting advise the Co-Chairs within 15 days of receipt that that they disagree with the accuracy of the minutes on the item in question.