



## Council of Community Education Committees Terms of Reference

These terms of reference are governed by their parent policy. Questions regarding these terms of reference are to be directed to the identified Terms of Reference Administrator.

<b>Terms of Reference Owner:</b>	Dean, Business, Academics, Trades and Regional Stewardship
<b>Terms of Reference Administrator:</b>	Executive Secretary, CCEC
<b>Approved By:</b>	President's Advisory Team
<b>Approval Date:</b>	October 5, 2022
<b>Effective Date:</b>	October 5, 2022
<b>Review Cycle:</b>	Biennially

<b>Membership:</b>	<ol style="list-style-type: none"> <li>1. Committee members are nominated by the community and are appointed by the President for a two-year term, to a maximum of two terms. A term extension may be authorized if no other community members show interest and CEC members agree to an extension.</li> <li>2. The Committee generally consist of five members, one of whom is nominated by the Student Association and four members nominated by members in the community.</li> </ol>
<b>Purpose:</b>	<ol style="list-style-type: none"> <li>3. The Council of Community Education Committees (the Council), and its Community Education Committees (the Committees) are the principal public advisory bodies of Northern Lakes College (the College). The Council and its Committees make recommendations to the President that will enhance the quality, credibility and integrity of the adult education programs and services offered by the College to the community.</li> <li>4. The Council and its Committees are to:               <ol style="list-style-type: none"> <li>A. Ensure that the community residents have access to education and training suitable to their needs and goals.</li> <li>B. Represent the needs and views of the community to the Board of Governors.</li> <li>C. Represent the policies, procedures and position statements of the College to the community.</li> <li>D. Promote adult education and advocate for the College in their communities.</li> </ol> </li> </ol>
<b>Objective:</b>	<ol style="list-style-type: none"> <li>1. The Council and Committees will:               <ol style="list-style-type: none"> <li>A. Understand College programs and policies as they relate to their communities.</li> <li>B. Promote and publicize College programs and policies in their communities.</li> <li>C. Provide reports and feedback on economic, political and social developments in their communities that may be relevant to</li> </ol> </li> </ol>

	<p>the College.</p> <p>D. Meet with their nominating bodies at least twice a year. At a minimum they should report on the following:</p> <ul style="list-style-type: none"> <li>i. enrollments</li> <li>ii. programs offered in the local campus</li> <li>iii. achievements</li> <li>iv. needs of post-secondary learners in their communities</li> <li>v. any other issue that may be relevant to the College and the community.</li> </ul> <p>In turn they should inquire about any activities, present and future, that may have an effect on post-secondary education needs in their community.</p> <p>E. The Chair or designate of each Committee will attend the Council and report on the activities of their respective community and in turn will report back to their Committee on the activities of the College.</p> <p>F. Liaise with other adult education authorities and programs and any other organizations that have an interest in education in their communities for the betterment of adult education in general.</p> <p>G. Where a Community Program Fund is available, it is the responsibility of Committees to use this money to promote and fund adult education in their communities, in consultation with the designated CEC College manager</p> <ul style="list-style-type: none"> <li>i. Refer to the Community Program Fund Procedure for guidelines on acceptable CEC expenditures.</li> </ul>
<b>Authority:</b>	<p>Prior to becoming Board governed, a Ministerial Order allowed the President to establish the Council and its Committees. Since becoming Board governed, the Board has set policy that authorizes the President to continue this practice.</p>
<b>Operational Guidelines:</b>	<ol style="list-style-type: none"> <li>1. The Committees will strive to meet four times per year, with additional meetings if required, and follow an agenda that reflects the Objectives and Deliverables as noted above.</li> <li>2. Minutes of meetings will be kept in an approved template and format.</li> <li>3. Committee members will exercise due diligence in the performance of their duties, maintain respect for confidentiality in such circumstances that may apply, and follow procedures for disclosing and dealing with conflict of interest and act, at all times, in the interests of the College and their respective communities.</li> <li>4. Committee members are expected to attend all meetings.</li> <li>5. Committee members are expected to become familiar with the Bylaws and Objects of the Council of Community Education Committees Society of Northern Lakes College.</li> </ol>