



Developing Workshops Committee Terms of Reference

Roles and Responsibilities

- ✓ Committee members will share the role of chair person for the committee. The chair person will do things like take minutes and call the meeting to order.
- ✓ All committee members will be responsible to do the things they say they will do and to attend as many of the planning meetings as they can.
- ✓ All committee members will need to make their own arrangements for a ride to the meetings. If you need help to do this, it is your responsibility to call Heather and ask her to help you make the arrangements.
- ✓ Committee member will take turns reporting back to the SRSAN group, so that everyone who wants to do the report has an opportunity to do it.

How long does the committee work together?

- ✓ The committee members will be on the committee until the June 2010 SRSAN Retreat or meeting.

When and why was the committee formed?

- ✓ The committee was formed November 5, 2009.
- ✓ The point of the committee is to help SRSAN members reach the goals that were set at the SRSAN Retreat June 5 and 6, 2008.

Budget

- ✓ There is no cost to the committee members to be on the committee or for things we do to reach the goal.
- ✓ SRSAN and SAIPA will pay for the needed equipment and other costs.

Governance (how the committee works)

- ✓ At least 5 committee members need to be at a meeting in order to make decisions (this is called the quorum).
- ✓ If we need to vote on a decision, we will use a 2/3 majority vote to go ahead with the decision.
- ✓ During the planning stages and at the committee planning meetings, the members report back to the chair person.

Communications

- ✓ Committee members can phone, email each other when they need to talk to each other about committee related things.
- ✓ The committee will report back to the SRSAN group at each SRSAN meeting.

Goal: Self advocates will develop and present a workshop for staff on the importance of self advocacy and how to support it.

Objectives:

- 1) To gather information about training needs and wants from other self advocates, support staff and agencies, through surveys and interviews.
- 2) To use the information we collect as a reference for what kind of workshops are needed, as well as what kind of information to include in the workshops for support staff and other support people.
- 3) To design a minimum of one workshop for support staff.

Other Guidelines

- ✓ If a committee member cannot attend a meeting, they need to phone Heather, as soon as possible, at SAIPA, to let her know.
- ✓ If a committee member misses 3 meetings in a row, they will not be on the committee anymore.

Approved: January 11, 2009