



## **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