



Teaching Community Committee Terms of Reference

Roles and Responsibilities

- ✓ We 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 will 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: To reach out to and teach the community about self advocacy by having self advocates speak at agencies, schools, colleges, universities and government groups.

Objectives:

1. To create a presentation on the history and future of SRSAN, Self Advocacy and people with developmental disabilities in Alberta and Canada.
2. To have the presentation ready to be presented at the 2009 Summit.
3. To share information about self advocacy with the community by distributing our paper information (brochures, hand outs etc.) with local businesses and by speaking with the media.

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 they cannot make it to a meeting.
- ✓ If a committee member misses 3 meetings in a row they will not be on the committee anymore.

Approved: January 11, 2009