

Technical Advisory Committee

Terms of Reference

RESPONSIBLE TO: Board of Directors

MEMBERSHIP:

The Technical Advisory Committee (TAC) will be comprised of a minimum of six and a maximum of twelve persons, not including ex-officio members. Members of the TAC will be recruited based on the following:

- Knowledge, skills, and abilities pertaining to the focus and needs of the TAC
- Demonstrated passion and commitment to workplace health and safety
- Expertise in injury prevention and safe work practices
- Background in curricula development, training, and safety management systems an asset

Every effort will be made to represent the diverse stakeholder group of the continuing care sector. Representation will be sought from:

- Large, medium, and small organizations operating in WorkSafeBC's classification units 766011 and 766006
- Organized labour groups with members in WorkSafeBC's classification units 766011 and 766006

Every effort will be made to ensure the balance between representatives from the 766011 and 766006 on the TAC reflects the balance of SafeCare BC's membership between these two classification units. In addition, efforts will be made to ensure there is regional representation on the TAC from across BC.

Subject matter experts may be brought into the TAC on an as-needed basis to address specific project needs.

The Chair or Vice Chair must be a member of the SafeCare BC Board of Directors. Ex-officio members of the TAC will include a representative from WorkSafeBC and the SafeCare BC Executive Director. These ex-officio members will be non-voting members of the TAC.

MEETINGS:

Bimonthly, or as otherwise determined by the SafeCare BC Board or TAC. Meeting agendas will be prepared and circulated 3-5 days prior to the meeting and actions will be circulated 3-5 days after the meeting, unless otherwise determined by the TAC. Meetings will be three hours in duration and may be held by teleconference, or in person as required. TAC members may be required to read documents in advance of and in between meetings to provide advice and direction. Total time commitment per month is anticipated to be 5-6 hours.

TERMS:

Term is for 24 months with one renewable term

The Board's Governance Committee will manage the TAC appointment process and maintain the current membership balance between Unions and Employers.



ATTENDANCE: Committee members who miss three consecutive meetings for unexcused reasons are deemed to have resigned from the Technical Advisory Committee

ALTERNATES: All members of the TAC will nominate one alternate for consideration to be approved by the Governance Committee.

FUNCTIONS:

The TAC provides input, expertise, and knowledge to strengthen the effectiveness of SafeCare BC initiatives, programs, and projects. Specifically, the TAC will provide input into activities as outlined in SafeCare BC's annual workplan.

RESPONSIBILITIES:

The TAC will provide sector-specific input and recommendations on the following:

1. Programs, projects, and initiatives that support SafeCare BC's strategic and / or tactical objectives of preventing and reducing workplace injuries among continuing care workers in BC.
2. Education, training, resources, and return-to-work initiatives.
3. Industry engagement in occupational health and safety initiatives, including (but not limited to) SafeCare BC-led initiatives.
4. Identification of emerging health and safety trends, industry needs, and best-practices.

OPERATION:

Wherever possible, Committee recommendations will be made by consensus. If the TAC is unable to reach consensus on an issue after thorough debate, the TAC Chair will refer the issue to the SafeCare BC Board of Directors.

The TAC Chair will be responsible for liaising between the TAC and the SafeCare BC Board of Directors. The TAC Chair will report to the SafeCare BC Board of Directors on Committee recommendations, and will similarly relay Board decisions on Committee recommendations to the TAC.

The TAC Chair will be identified by the Governance Committee, and formally approved by the Board of Directors. The TAC will be responsible for identifying a Vice-Chair to fulfill the duties of Chair in the event the Chair is unable to attend a committee meeting, subject to Board approval. The Vice-Chair will be selected in accordance with the process by the voting members of the TAC:

1. Call for Nominations for the position:
 - a. Confirmation of Nominees
 - b. If more than one (1) nominee per position is presented, ballots are circulated and counted
 - c. Position is elected based off of majority vote

REIMBURSEMENT:

Expenses incurred in the course of executing TAC functions will be reimbursed in accordance with SafeCare BC's Board Policies.