



*Strengthening Canada's Communities / Des communautés plus fortes au Canada*

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**CCEDNET Practitioner and Sector Strengthening<sup>1</sup> Committee  
Terms of Reference**

**Date approved: January 2010**

**Chair:** Diana Jedig (Current 3 year Term: May 2008 – April 2011)

**Staff support:** Matthew Thompson

**Reporting relationship to the board:** The Chair of the Committee, is also a member of the Board of CCEDNet, and thus provides regular updates to the Board, as well as the Practitioner and Sector Strengthening (PSS) Committee.

**Background**

The Practitioner and Sector Strengthening Committee has completed good foundational work on a number of issues related to CED practitioner development in Canada by determining that:

- There are five "asset" areas that practitioners need to be as effective as possible (e.g. skills and knowledge, career information, economic benefits, tools & resources, and networking opportunities);
- There are many different (though inter-related) "segments" of the CED field (e.g. cooperatives, loan funds, community-based trainers, aboriginal, Community Futures, women, youth, rural, urban, etc.)
- Practitioners require two types of assets to be effective: assets tailored to their specific segment (e.g. cooperatives) and "core assets" that any CED practitioner should have (e.g. a basic understanding of how local economies operate)

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<sup>1</sup> As of CCEDNet 2006 Annual General Meeting, the name of the Committee is Practitioner and Sector Strengthening Committee. In French the name is Comité de perfectionnement du secteur et des praticiennes.

- There are many intermediaries already serving particular CED segments (e.g. Community Futures Network of Canada, Council for the Advancement of Native Development Officers, Economic Developers Association of Canada, Canadian Cooperatives Association at the national level, as well as other regionally based organizations, e.g. Alberta Economic Developers Association, Nunavut Economic Developers Association)
- The PSS Committee's primary role is to undertake actions whose purpose is to:
  - a) encourage, as needed, existing CED intermediary groups to create and provide opportunities to develop "core" assets;
  - b) help intermediaries, when appropriate, in the creation of supports for practitioner development opportunities where they do not exist (e.g. community investment network's practitioner development efforts),
  - c) address, when necessary, issues related to "core" assets for all CED practitioners, regardless of their segment, and
  - d) facilitate, as appropriate, technical assistance in the practice of CED through development and delivery of Core Competency Workshops.

Each PSS Committee member comes to the Committee and CCEDNet wearing many "hats" that they can use to strengthen CED work in Canada. Some of the "hats" are front-line hats (e.g. working in a peer lending circle, providing technical assistance on organizational development issues); others are hats related to work on their "segment-specific intermediary organizations" (e.g. Canadian Cooperative Association).

It is these PSS Committee perspectives and networks, and their commitment to strengthening the overall field of CED that comprises the greatest contribution to the PSS Committee and CCEDNet.

## **Terms of Reference**

### **Mandate**

The PSS Committee's supports CED practitioners – regardless of their specialized work – to have the voluntary opportunity to develop the **core assets** they need.

### **1. Strategic Input**

PSS Committee members will provide their input into varying types of "strategic work" related to the PSS Committee's priorities, positions, and strategies and initiatives, including:

- Foundation Papers (e.g. Practitioner Assets)

- Strategy Papers (e.g. Skills and Knowledge Agenda for Practitioners in Canada, Profile of CED in Canada)
- Proposals (e.g. Job Charts Proposal, Workplace Skills Initiative, Essential Skills Initiative)

PSS Committee members will also identify opportunities for strategic work, e.g. what arises from Throne speeches, what arises from new sources of funding, etc.

CCEDNet staff, with the Chairperson's support and direction, will take a lead role in providing structured opportunities for PSS Committee members to shape CCEDNet's Practitioner and Sector Strengthening agenda.

## 2. Networking & Liaising to Move PSS Agenda Forward

PSS Committee members will actively seek to "leverage" their own networks, contacts, knowledge and resources to move the PSS priorities and agenda forward, including:

- Partnerships with other intermediary organizations (e.g. CANDO, CCA, etc.);
- Information relevant to projects (e.g. opportunities to participate in peer and on-line learning);
- Information on (and support in accessing) funding sources for PSS strategies (e.g. HRSDC, Regional Agencies, Provincial Ministries);
- Brokering relationships with organizations that can/should be involved in PSS related work (e.g. Voluntary Sector Human Resources Council, CF Network of Canada, etc.).

It is clear that, from time to time, members will feel a conflict or tension between working to move the CCEDNet agenda forward and the agenda of other intermediaries or their own direct work. The PSS Committee welcomes its members to declare these conflicts and tensions when they exist and to explore ways (if feasible) to overcome them.

The PSS Committee will play a role in facilitating the sharing of information between organizations on their strategies with respect to **specialized assets**.

## 3. Cross-Committee Support in CCEDNet

There are several other committees within CCEDNet that are pursuing agendas that have a practitioner development element. The Practitioner and Sector Strengthening Committee is also pursuing initiatives that have elements of primary concern to other Standing Committees of CCEDNet. These include:

#### Standing Committees:

- \* Membership
- \* Policy
- \* Emerging Leaders
- \* Board

#### Functional Committees/Group:

- \* Research
- \* Educators Network
- \* Pan-Canadian Community Learning Network
- \* Create Action Internship Program

Through the leadership of staff supporting each Committee, the Practitioner and Sector Strengthening Committee will seek to find ways to strengthen CCEDNet's overall work.

### Structure

**a) Composition of Committee:** Members of the PSS Committee will be drawn from members in good standing of CCEDNet to a maximum of 15. Any vacancies will be filled after issuing a Call for Declarations of Interests. These appointments will be made after reference to a Representational Matrix and the deliberation of the PSS Committee. Any additions or deletions to the membership of the PSS Committee will be noted in the minutes and reported to the Board of Directors for ratification during the regular reports of the Standing Committees.

The PSS Committee will have a minimum of three (3) and a maximum of fifteen (15) members, with a targeted membership of 10 at any given time. At all times, members of the PSS Committee serve as volunteers without compensation.

**b) Length of term:** PSS Committee members will be appointed to terms of three (3) years. Using terms provides a decision point for members to reflect on whether they wish to continue in this capacity. Members are eligible to serve more than one term. No less than once per year, the PSS Committee will record in the minutes the full names of all of its members and the date on which their term expires.

**c) Participant Expectations:** PSS Committee members are expected to regularly attend committee meetings and teleconferences. Meetings will be monthly, unless the sub-committee structure becomes more workable for members, and then meetings could be bimonthly.

Any member who misses three meetings in a row, or who fails to attend at least 50% of the meetings in any calendar year, will be asked to step down from the Committee. This

will provide an opportunity to elect another member who is able to make a stronger commitment to the work of the Committee.

Committee members are also expected to actively engage in the work of the Committee beyond simply attending meetings, and to follow through on their commitments. Members are requested to periodically review the extent to which they have been able to make a contribution to this work, and to respond accordingly.

**d) Quorum:** Quorum is five (5) members or 1/3 of the PSS Committee membership, whichever is higher. If quorum is not met, the PSS Committee meeting will proceed however no binding decisions can be made. Any proposed decisions must be deferred to the next meeting at which quorum is reached.

**e) Review/Approval of Terms of Reference:** The PSS Committee will develop an annual Terms of Reference for review and recommendation by its members and forwarded to the CCEDNet Board of Directors for approval.

**f) Election of Committee Chair:** Every three (3) years, the PSS Committee will elect a Committee Chair who will represent them on the CCEDNet Board of Directors. The election of the Committee Chair will be undertaken at a regular meeting of the Committee, which entails a formal call for nominations recorded in the minutes. The election, by acclamation or otherwise, will also be recorded in the minutes and presented to the CCEDNet Board of Directors. Upon resignation or expired term of the PSS Committee Chair, the Committee shall elect a new Chair to complete or fulfill the three (3) year term of office.

### **Annual Budget**

#### **a) Funding**

Expenses for monthly committee teleconference meetings are paid through CCEDNet's annual operating budget. Subject to availability, the expenses for an annual face to face meeting, held in conjunction with CCEDNet's annual national gathering, will be subsidized by CCEDNet.

\*\* Members of the Practitioner and Sector Strengthening Committee will adhere to the Conflict of Interest Policy. Please see attached document.