

Trades, Apprenticeships, and Vocational Education (TAVE) Committee

Terms of Reference

1. Authority

Pursuant to the Terms of Reference of the CASS Governance and Nominating Committee, the TAVE Committee is created by and shall be responsible to the Governance and Nominating Committee.

2. Purpose

The TAVE Committee and key stakeholders share a collective vision: *to inspire Alberta's youth to actively consider skilled trades and technologies as a viable career pathway.*

TAVE's efforts focus on advocating for and promoting opportunities that enable students to:

- **Explore** the scope, demand, and value of skilled trades and technologies.
- **Engage** in relevant academic studies and develop practical skills through inclusive, authentic, and hands-on learning.
- **Experience** an array of work-integrated learning opportunities with employers and partner organizations.

Through shared responsibility and accountability, school authorities, post-secondary institutions, partner organizations, and employers all play integral roles in enabling students to EXPLORE, ENGAGE, and EXPERIENCE skilled trades and technologies. This coordinated approach fosters synergy among partnering organizations, ensuring that Alberta's youth experience careers in the trades and technology sectors.

3. Mandate

The mandate for the TAVE Committee shall be identified by CASS to support conditional grant funding.

4. Membership

- a) The TAVE Committee will consist of, but not be limited to, the following education partner representatives:

- CASS Members – one regulated member from each Zone and a Francophone representative
 - AISCA – one representative
 - Alberta Advanced Education –representatives from related departments
 - Alberta Education – representatives from related departments
 - Careers The Next Generation – one representative
 - Post-secondary Institutions –
 - two representatives from Polytechnic institutions (rotating by institution- north and south)
 - two representatives from comprehensive community colleges (rotating by institution- north and south)
 - Rupertsland Métis Centre of Excellence – one representative
 - Skills Canada Alberta – one representative
 - CASS Chief Executive Office and/or designate.
- b) The CASS Chief Executive Officer, or designate, will extend invitations according to the representation structure outlined within the Terms of Reference for the TAVE Committee and consider requests for members to participate on the committee.
- c) Committee members will commence their appointment, only if a conditional grant for TAVE is awarded to the College of Alberta School Superintendents (CASS) by Alberta Education. The term of appointment shall be determined by each committee member organization.
- d) If a committee member resigns or leaves, the appointing organization shall recommend to the CASS Chief Executive Officer or designate another member to complete the term of the member who is leaving.
- e) Substitute costs, honorariums, and travel expenses will not be reimbursed by CASS for members of the TAVE Committee. Those members attending the TAVE Committee meetings will do so at the expense of their representative organization.

- f) The CASS Chief Executive Officer, through the assistance of consulting services, will serve as the secretariat of TAVE Committee, thereby providing support for the establishment of agendas, minutes, and other administrative tasks.

5. Responsibilities of Committee Members

- a) *Provide Support and Guidance* - Contribute to the development of learning opportunities, resources, and initiatives aligned with the TAVE Strategic Framework and research.
- b) *Facilitate Communication* - Inform the representative group (e.g., zone, region, organization) about the TAVE Committee's objectives, activities, and progress to foster broad awareness and engagement.
- c) *Stakeholder Liaison* - Liaise between education stakeholder partners to foster cooperation and collaboration amongst the key stakeholders.

6. Limits on Authority

This is a collaborative committee with an advisory capacity.

7. Reliance on Management and Experts

The CASS Chief Executive Officer may enlist the assistance of any professional that is deemed beneficial to the Committee's work.

8. Limitations on Committee's Duties

In contributing to the TAVE Committee's work, each member shall:

Exercise Professionalism: Perform their duties with the care, diligence, and skill that a reasonably prudent person would exercise in comparable work-related circumstances.

- *Maintain Constructive Engagement:* Focus discussions and actions on the TAVE Committee's mandate and not use their position on the committee to publicly comment about the performance of any government entity, sector, or organization.

- *Promote Respectful Collaboration:* Foster an environment of mutual respect and constructive dialogue, addressing issues pertinent to trades and vocational education without attributing fault or engaging in blame, and maintaining a solution-focused perspective.
- *Adhere to Ethical Standards:* Comply with applicable codes of conduct and ethical guidelines germane to the profession that embodies one's participation, ensuring that one's behaviour reflects the integrity and impartiality expected of one's role in their own employment capacity. Specific effort needs to be made to ensure that one's involvement in the committee is not dedicated to enhancing the personal or professional benefit of individual members.

9. Meeting Schedules

- a) The TAVE Committee shall meet at least two times per year, dependent upon conditional grant funding, with additional meetings at the call of the chair.
- b) Quorum shall consist of a majority of the TAVE Committee members.
- c) Sub-committees may be formed at the call of the chair, and shall meet on an as-needed basis, following this Terms of Reference.

9. Operation Procedures

The Chairperson of the Committee will:

- a) be recommended and appointed by the CASS Governance and Nominating Committee based upon the following criteria:
 - i. capacity to maintain adherence to the duties of the committee and fully respect its limitations.
 - ii. rotation through membership on the committee on an annual basis.
 - iii. recommended by the committee based upon a nominee's ability to lead the committee to effectively advance the impact of this Terms of Reference.

- b) review the Terms of Reference to ensure the mandate of the TAVE Committee is met;
- c) advise the CASS Leadership Consultant on preparing and distributing meeting agendas in advance of meetings; and
- d) ensure reporting requirements identified for the TAVE Committee are met.