

Trades Training Advisory Committee Terms of Reference

1. Mandate

The Trades Training Advisory Committee (the “Committee”) is an Advisory Committee to the Board of Education (the “Board”), tasked with reviewing and advising on the opportunities, barriers, and options for trades training for Mission students.

2. Scope of Work

The Committee shall:

- a. Review the trades programs offered;
- b. Determine the opportunities and barriers associated with the potential expansion of programs;
- c. Explore and analyze options considering the identified opportunities and barriers;
- d. Report to the Board on its findings, including recommending actions.

3. Membership

- a. Members are appointed by the Board.
- b. The Committee will be comprised of at least ten members:
 - one Board representative as Committee Chair;
 - one Board representative as Committee Vice-Chair;
 - the Principal of Riverside College or alternate;
 - the Principal of Mission Secondary School or alternate;
 - the Superintendent or alternate;
 - one student from Riverside College;
 - one student from Mission Secondary School;
 - three or more members at large.
- c. Committee members shall serve without remuneration.

4. Term

The Term of the Committee shall continue at the discretion of the Board of Education.

5. Meetings

The committee will meet at least once every three months during the school year, after 3 pm. Special meetings will be held as required. It is the responsibility of the regular members to arrange for the attendance of an alternate when the regular member cannot attend a meeting.

6. Rules of Procedure

The Committee should attempt to reach recommendations by consensus.

7. Authority

This committee is established by the Board of Education of the Mission Public School District (MPSD) School District #75.

The Committee has no delegated authority from the Board and is not empowered to manage property or programs, to direct School District staff, or to communicate with other levels of government on behalf of the Board.

Members, other than Board Members or the Superintendent, are not authorized to speak publicly (i.e., to the media) on behalf of the Committee unless so directed by the Board.

The Committee will only report on those issues as related to the mandate of the committee.

8. Staff Support

Other School District staff shall be available from time to time and upon request through the Superintendent to provide technical and periodic administrative support.

9. Minutes

A draft copy of the minutes is to be provided to the Board following the meeting.

Approved minutes of the meetings are to be submitted to the Board office within 30 days of approval.

10. Reporting to the Board

The Committee shall submit a formal report to the Board at the start of each school year.

Board Approval: November 16, 2021