

TERMS OF REFERENCE

EARN STEERING COMMITTEE

Designated Staff Position Liaison: Director of Community Initiatives with responsibility for the Employment Accessibility Resource Network (EARN), United Way East Ontario

Department: Community Impact

Creation Date: July 26, 2010

Revision Date: June 30, 2017 (Next full review to take place in 2021)

Context:

The Employment Accessibility Resource Network (EARN) is a community partnership initiative that works to achieve United Way's priority goal **"to improve employment and labour market outcomes for people with disabilities."**

The guiding strategies of the Steering Committee are to address the inclusion of people with disabilities, the barriers and gaps related to accommodation and accessibility, and the building and sustaining of partnerships for the success of this initiative in Ottawa and surrounding areas.

Purpose/Role:

The Steering Committee provides strategic advice and guidance in the development and communication of this initiative which supports the EARN Leadership Group. Inherent in membership is the commitment to:

- Model best practices and be champions of United Way's priority goal "to improve employment and labour market outcomes for people with disabilities".
- Members of the Steering Committee adhere to EARN's Guiding Principles.

Responsibilities:

The Steering Committee will:

1. Provide direction and leadership to EARN and United Way stakeholders to develop and implement a framework and work plan for the integration of people with disabilities into the labour market;

2. Be informed of labour market trends, barriers and gaps in accommodation and accessibility in the workplace, share knowledge of employment practices/programs, and provide insight into employers needs etc.;
3. Provide feedback and input regarding EARN's work plan and review the plan on an annual basis;
4. Provide guidance, support and advice to the Employer Leadership Group concerning the definition of their role, recruitment of new members, strategic plans, partnership proposals, and funding requests, etc.;
5. Support the development of membership by referring 1 new contact each year;
6. Champion the inclusion of people with disabilities in Ottawa and outlying areas by attending and acting as an EARN representative when requested;
7. Champion EARN and engage executives/leaders within each member's own networks and associations. Ensure that your organization is represented at functions and events; and
8. If tracked and disclosed, report your respective workplace data based on the hiring of persons with disabilities on a semi-annual basis and solicit and provide success stories from respective workplaces to EARN.

Steering Committee Core Principles:

- Partner organizations will work together and negotiate with trust, good will, integrity and mutual respect;
- Partner organizations will support each other and will strive not to duplicate efforts; and
- Partner organizations will support the development of EARN and its members by acting as a collective voice and sharing experiences and best practices with one another.

Decision Making Process:

Decisions will be made by consensus wherever possible, with the understanding that lead organizations on specific initiatives will have the decision making responsibilities for those specific initiatives.

A partner organization may opt out of participating in the consensus decision-making process if it determines that it is not in the interest of their organization. This decision would be recorded in the minutes.

Where consensus cannot be reached, a vote will be called and 50% plus one of those present at the meeting will be required for a vote to move forward.

Conflict of Interest

Steering Committee members will be required to declare a conflict of interest in discussions if their organization stands to benefit from a decision. After declaring the conflict, the organization in conflict will have the right to continue with the discussion but not be able to vote.

Membership:

Recommended 8 to 10 members representing the following sectors: education, government, employers, City of Ottawa, funder, service providers (ODSP and non-ODSP), human resources consultant/firm, research/data and other sectors as appropriate.

The Steering Committee will include the Chairs, representing employers and service providers from the Leadership Group. Other stakeholders may also be invited to be represented on the Committee.

Each member will hold a position for three years from their date of joining, including the Chair and Vice-Chair positions, with the possibility of renewal.

Terms end on March 31st of the 3rd year or of the following year (Term from March 31-April 1).

Upon completion of the term, the organization/representative will be invited to continue their involvement in the Leadership Group, or the Partner Group, as appropriate.

Committee members, including the Chair and Vice-Chair positions, may let their name stand for subsequent years for a maximum of 2 terms (6 years), with the approval of the Steering Committee by way of a vote.

Committee members wishing to resign from the Steering Committee are asked to provide 60 days notice, whenever possible.

New Members:

When there is a need to recruit for the Steering Committee, EARN will advertise the position within the network and broadly through various channels such as our newsletter, website, United Way, social media, and other methods as required.

Candidates will be vetted through a selection process which will include the following: submission of a Letter of Interest, a Resume, and 2 references. Selected candidates will be invited for an in-person panel interview consisting of 3 steering committee members.

Selection and membership will be with the confirmation of the Chairs of the Steering Committee, the Service Providers Leadership Group, the Employer Leadership Group and the United Way EARN representative. Members of the working groups will be consulted during

regular monthly meetings and a reply will be provided to the applicant within 30 days of the request, whenever possible.

From time to time, other stakeholder representatives will be invited to attend meetings, particularly when matters specifically pertinent to their interests are being addressed.

Should a member miss more than **two** consecutive meetings; the Chair will contact the member to achieve a resolution. If you are unable to attend, send an alternate representative, as appropriate.

A Vice Chair will also be included in the membership of this participatory group in order to shadow the Chair and prepare to replace the Chair when required.

Terms of Reference will be reviewed in first quarter of the calendar year as part of the workplan.

The Steering Committee Chair

The Chair will provide leadership in building a shared vision and community commitment for moving forward and developing an action plan. The Chair will have the following additional responsibilities, to be shared with EARN/United Way representatives:

- Acting as primary spokesperson for the Group at public and official functions;
- Presiding over Group meetings, setting the agenda and ensuring draft minutes are recorded and reviewed;
- Ensuring that the nomination and appointment of members occurs through an effective process and in a timely manner;
- Facilitating progress on Group initiatives in collaboration with project group chairs;
- Achieving expected outcomes; and
- Represent the Steering Committee at EARN meetings and events.

Accountability:

Decisions and work plan directions must align with the EARN mandate, and be approved by the Steering Committee and United Way Ottawa.

Meeting schedule:

Monthly meetings will take place between September 1 – June 30. Additional special meetings may be called as required.

Communications:

The Steering Committee will determine who will act as its spokesperson(s), at specific events. Media requests should be directed to the Director of Community Initiatives (with responsibility for EARN), for United Way Ottawa.

Evaluation:

The Terms of Reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority.

Member:

Name (print): _____

Organization (print): _____

Signature: _____ **Date:** _____