



## **Terms of Reference**

### **Education Works Alliance**

June 2011

#### **NAME:**

Education Works Alliance

#### **VISION:**

Prosperity through training, education and lifelong learning.

#### **MISSION:**

To align economic development, workforce development and education and training by engaging our communities and promoting access to and awareness of learning and education for the working age population in the Grand Erie region.

#### **MANDATE:**

The Education Works Alliance's mandate is to . . .

- Champion and facilitate raising the overall education, literacy and skill levels of our communities to broaden the opportunities available for employment;
- Build a culture that values education & learning as a pathway to prosperity;
- Build economic development opportunities.

The mandate will be accomplished through these objectives:

- To improve the educational attainment of the working age population in the Grand Erie region
- To create a culture of lifelong learning
- To increase awareness of and access to lifelong learning
- To match skills of individuals to existing and emerging economies
- To celebrate and build on the competitive advantages of our skilled workforce
- To leverage resources from a variety of traditional and non-traditional sectors

- To forge links within the communities so that learners' needs are met
- To identify gaps and overlaps to educational attainment
- To remove barriers to educational attainment
- To advocate for an efficient system of delivery

## **GUIDING PRINCIPLES:**

### **1. Prosperity-centred**

Help our residents and communities advance success and prosperity.

### **2. Collaborative**

Work together as a broad-based, diverse community partnership towards common goals.

### **3. Respectful**

Recognize unique differences and mandates of partner entities.

### **4. Innovative**

Provide creative action-based solutions.

### **5. Responsive.**

Implement flexible solutions that respond to the needs of our communities.

### **6. Resourceful**

Maximize financial and human resources.

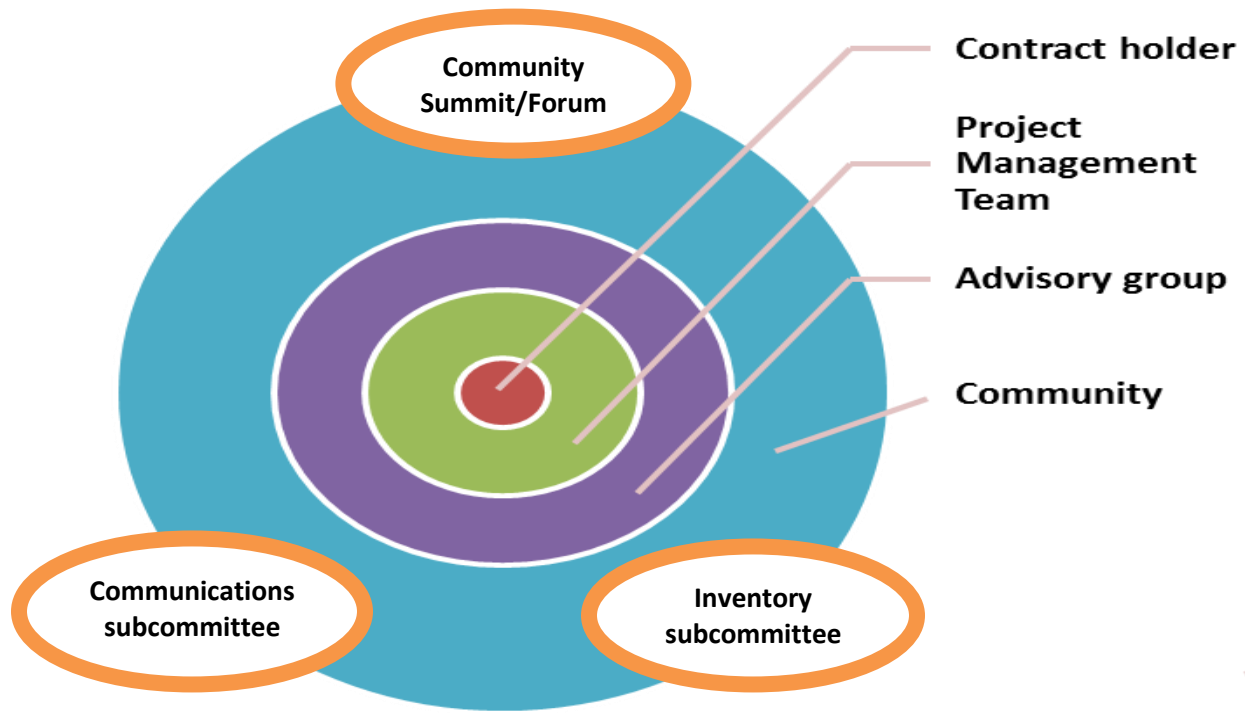
### **7. Accountable**

Deliver measurable results in an open, transparent way.

## **STRUCTURE:**

The structure of the Education Works Alliance includes a large, broad-based advisory body representative of the community, a Project Management Team, and a Contract holder (i.e. the one organization that holds the funding contract). Inventory and communications/marketing subcommittees are also part of the structure, along with any other sub groups needed. There will also be a yearly leadership summit that will engage and inform the community champions and decision-makers.

## Diagram of structure



## GOVERNANCE

**Community:** The community drives the work of the Alliance through the representatives participating.

**Project Management Team:** The Alliance selects the project management team. The Project management team manages and administers the work of the Alliance.

**Co-chairs:** Two co-chairs will be elected by the Alliance for a term of two years.

**Recorder:** Ensures that the meeting business is recorded. With confirmation from the co-chairs, distributes meeting minutes and agendas in a timely manner. Maintains an up-to-date list of the membership, including email groupings.

## **MEETINGS**

### **Frequency:**

- The Alliance will meet a minimum of four (4) times a year and as many other meetings as deemed necessary
- The Project Management Team will call a minimum of six (6) meetings per year and as many other meetings as deemed necessary.
- A Community Summit will be held yearly.

**Location:** To be determined noting that location will vary within various communities

## **DECISION-MAKING**

Alliance members and management team will work within a consensus model for decision making wherever possible. Where consensus can't be reached, a majority vote of Alliance members present will decide an issue.

It is understood that partners may need to get their organization's approval in certain circumstances.

## **MEMBERSHIP OF ALLIANCE**

Membership of the Alliance will be representative of the broad-based, diverse community, each Grand Erie community, and these various sectors:

- Aboriginal
- Apprenticeship
- Business
- Disability
- Economic Development
- Employment
- Health
- Labour
- Libraries
- Literacy
- Immigration
- Post-Secondary Education
- Secondary Education
- Social Services
- Workforce Planning
- Government