



**Saskatchewan Apprenticeship and Trade
Certification Commission**

**Trade Board Appointments
Standing Committee
Terms of Reference**

Saskatchewan Apprenticeship and Trade Certification Commission

Trade Board Appointments Committee Terms of Reference

1) Purpose

Pursuant to Section 43 (1)(g)(h) *The Apprenticeship and Trade Certification Act, 1999*, the Trade Board Appointments Committee shall be a standing committee to recommend Trade Board appointments to the SATCC Board of Directors.

2) Membership

- a) Members of the Committee shall be appointed by resolution of the Board as required and shall consist of not less than 3 and not more than 5 members of the Board, reflecting the industry and stakeholder balance of the Board.
- b) The Board shall appoint members to the Committee for a three year term.
- c) The Committee Chair shall be appointed by the Committee on an annual basis.
- d) The Commission Board Chair and Vice-Chair may attend meetings of the Committee, at their discretion.
- e) The Committee shall work using a consensus model.

3) Responsibilities

The Trade Board Appointments Committee shall have the following general duties and responsibilities:

- a) The Committee Chair job description, which outlines the duties of the position, is attached in Appendix 1.
- b) Review and develop recommendations for the SATCC Board of Director's consideration for the appointment of members to Trade Boards.
- c) Every two years conduct a review of the Trade Board Appointments Committee's Terms of Reference and recommend to the Governance Committee any amendments.
- d) Carry out any other responsibilities as assigned by the Board from time to time.

4) Meetings

- a) The Committee shall meet at the call of the Chair.
- b) A quorum shall be half the Committee members.
- c) Reasonable notice, preferably seven (7) calendar days before the meeting, shall be given in writing, to each member of the Committee.
- d) The Agenda and associated material shall be sent to each member of the Committee prior to the time for such meeting, preferably seven (7) calendar days.

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- e) A Committee member may in any manner waive a notice of meeting. Attendance of a Committee member at the meeting is a waiver of notice of the meeting, except where a Committee member attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not properly called.
- f) The Committee shall have the right to determine which non-Committee members shall and shall not be present at any part of the meetings of the Committee, and may hold in-camera sessions.

5) Decision Making

All decisions of the Trade Board Appointments Committee will be based on the SATCC Consensus Model (see Appendix 2).

6) Reporting

- a) The Commission shall provide staff support to the Committee and staff shall act as recording secretary.
- b) The minutes shall include an outline of items discussed, proposed recommendations and action items for the SATCC Board of Directors.
- c) Following Committee approval, the minutes of the Committee meeting shall be submitted to the SATCC Board of Directors for information.

7) Confidentiality

All deliberations of the Trade Board Appointments Committee, including all records, material and information shall be considered confidential. Committee members shall maintain the confidentiality of such deliberations, and shall safeguard such records, material and information from improper access.

8) Review History

Board Approval dates: September 30, 2020; January 24, 2018; December 16, 2015; January 28, 2015; February 27, 2013; January 26, 2011; and November 14, 2017

Last Committee review: March 16, 2020

Next scheduled review: February 2022

Appendix 1: Committee Chair Job Description

Positions:	Committee Chair
Time Commitment:	Four hours every two months (meetings and meeting prep)
Term:	One year term, renewable annually, no term limit
Authority	The Committee Chair is elected each year as set out in each Committee's Terms of Reference. The Terms of Reference are approved by the Saskatchewan Apprenticeship and Trade Certification (SATCC) Board of Directors.
Accountability	The Committee Chair is accountable to the Committee members and the Board of Directors of the SATCC for their performance.
Responsibility	<p>The Committee Chair is responsible for the effective functioning of the Committee and ensuring the Committee fulfils its responsibilities as outlined in the Committee's Terms of Reference.</p> <p>In addition, the Committee Chair has the following responsibilities:</p> <ul style="list-style-type: none"> • The Committee Chair shall preside at all Committee meetings (e.g. ruling, recognizing); • The Committee Chair shall be responsible for establishing the agenda for Committee meetings. The Committee Chair shall accept requests from Committee members for items to be included on the Committee agenda; and • The Committee Chair shall ensure that the Committee discusses those topics which, according to Committee Terms of Reference are within the purview of the Committee, as delegated by the Board.
Qualifications	<p>The Committee Chair must have:</p> <ul style="list-style-type: none"> • A commitment to, and a clear understanding of the mission of the organization; • Knowledge of meeting procedures, governance policies and SATCC Legislation; and • Sufficient time to devote to his/her responsibilities.
Evaluation	The Board has implemented a system for evaluating the Board Committee Chair.

SATCC Committee Consensus Decision Making Model

