

# Technical Advisory Committee

## Terms of Reference

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**RESPONSIBLE TO:** Board of Directors

**MEMBERSHIP:**

The Technical Advisory Committee (TAC) will be comprised of a minimum of six and a maximum of twelve persons, not including ex-officio members. Members of the TAC will be recruited based on the following:

- Knowledge, skills, and abilities pertaining to the focus and needs of the TAC
- Demonstrated passion and commitment to workplace health and safety
- Expertise in injury prevention and safe work practices
- Background in curricula development, training, and safety management systems an asset

Every reasonable effort will be made to represent the diverse stakeholder group of the continuing care sector. Representation will be sought from:

- Large, medium, and small organizations operating in WorkSafeBC's classification units 766011 and 766006 (long-term care and community health support services, respectively)
- Organized labour groups with members in WorkSafeBC's classification units 766011 and 766006

Every reasonable effort will be made to ensure the balance between representatives from the 766011 and 766006 on the TAC reflects the balance of SafeCare BC's membership between these two classification units. In addition, efforts will be made to ensure there is regional representation on the TAC from across BC and that the overall committee composition maintains a 50/50 balance between labour and employer representatives.

Subject matter experts may be brought into the TAC on an as-needed basis to address specific project needs.

The Chair or Vice Chair must be a member of the SafeCare BC Board of Directors. Ex-officio members of the TAC will include a representative from WorkSafeBC and the SafeCare BC Chief Executive Officer. These ex-officio members will be non-voting members of the TAC.

**APPOINTMENT PROCESS**

The Board's Governance Committee will manage the TAC appointment process regarding committee representatives, with the exception of labour representatives, and make every reasonable effort to maintain a 50/50 balance between labour representatives and employer representatives.

Organized labour groups with members in WorkSafeBC's classification units 766011 and 766006 may appoint representatives to the TAC. Appointing groups will notify SafeCare BC in writing of any such appointments as soon as reasonably practicable. Without imposing any obligation upon organized labour or SafeCare BC in respect of the selection of representatives by organized labour, SafeCare BC encourages organized labour groups to apply rules of procedural fairness and to take reasonable measures to ensure that all eligible groups who desire to participate have the opportunity to have their



members serve as labour representatives in proportion to each group's presence within the continuing care sector.

Criteria regarding desired committee member characteristics, as outlined in the membership section, will govern all appointments regardless of appointing / managing body.

## **MEETINGS:**

Bimonthly, or as otherwise determined by the SafeCare BC Board or TAC. Meeting agendas will be prepared and circulated 3-5 days prior to the meeting and actions will be circulated 3-5 days after the meeting, unless otherwise determined by the TAC. Meetings will be three hours in duration and may be held by teleconference, or in person as required. TAC members may be required to read documents in advance of and in between meetings to provide advice and direction. Total time commitment per month is anticipated to be 5-6 hours.

## **TERMS:**

Term is for 24 months with one renewable term for all voting representatives, with the exception of labour representatives.

Labour representatives' terms shall be determined by their appointing group. In these instances, the appointing group will notify SafeCare BC in writing of the intended term length upon initially notifying SafeCare BC of the appointment.

For employer representatives, the Governance Committee may recommend a term extension for a maximum of one year if there are no other eligible nominees for the position. The extension is subject to the approval of the Board.

**ATTENDANCE:** Committee members who miss three consecutive meetings for unexcused reasons are deemed to have resigned from the Technical Advisory Committee

**ALTERNATES:** All non-labour members of the TAC will nominate one alternate for consideration to be approved by the Governance Committee. Labour representatives will nominate one alternate for consideration to be approved by their appointing group, and once approved, will notify SafeCare BC in writing as soon as reasonably practicable as to the identity of their alternate.

## **FUNCTIONS:**

The TAC provides input, expertise, and knowledge to strengthen the effectiveness of SafeCare BC initiatives, programs, and projects. Specifically, the TAC will provide input into activities as outlined in SafeCare BC's annual workplan.

## **RESPONSIBILITIES:**

The TAC will provide sector-specific input and recommendations on the following:

1. Programs, projects, and initiatives that support SafeCare BC's strategic and / or tactical objectives of preventing and reducing workplace injuries among continuing care workers in BC.
2. Education, training, resources, and return-to-work initiatives.
3. Industry engagement in occupational health and safety initiatives, including (but not limited to) SafeCare BC-led initiatives.
4. Identification of emerging health and safety trends, industry needs, and best-practices.

**OPERATION:**

Wherever possible, committee recommendations will be made by consensus. If the TAC is unable to reach consensus on an issue after thorough debate, the TAC Chair will refer the issue to the SafeCare BC Board of Directors.

The TAC Chair or Vice Chair (whichever position is represented from the SafeCare BC Board) will be responsible for liaising between the TAC and the SafeCare BC Board of Directors. The TAC Chair or Vice Chair will report to the SafeCare BC Board of Directors on committee recommendations, and will similarly relay Board decisions on committee recommendations to the TAC.

The TAC Chair or Vice Chair will be identified by the Governance Committee, and formally approved by the Board of Directors. The TAC will be responsible for identifying a Vice-Chair to fulfill the duties of Chair in the event the Chair is unable to attend a committee meeting, subject to Board approval. The Vice-Chair will be selected in accordance with the process by the voting members of the TAC:

1. Call for Nominations for the position:
  - a. Confirmation of Nominees
  - b. If more than one (1) nominee per position is presented, ballots are circulated and counted
  - c. Position is elected based off of majority vote

**REIMBURSEMENT:**

Expenses incurred in the course of executing TAC functions will be reimbursed in accordance with SafeCare BC's Board Policies.