



MRSSA Committee

Terms of Reference

Committee Name: Develop, Train & Learn (DTL) Committee, Article 28.1 (b)

Committee Membership

This committee consists of one (1) MRSSA Executive member appointed by the MRSSA Executive (in discussion with the current DTL committee members), one Mount Royal University Human Resources Representative, and a minimum of two MRSSA members as selected by the current DTL committee and approved by the MRSSA Executive.

The MRSSA representatives ideally will serve for a minimum of 2 years and will start on the committee on a staggered basis.

Mandate

The DTL Committee reports to the MRSSA Executive and it is accountable to the Executive and, through it, to the MRSSA membership. The mandate of this committee is to administer the distribution of the annual grant provided by the University for the purpose of job training and joint projects for MRSSA members as outlined in Article 28.1 (b) of the Collective Agreement. These activities are professional, personal, flexible and responsive and should benefit all members of the MRSSA and in turn benefit the Mount Royal work place.

Specific goals

Develop

Encourage people to develop individual and /or group capacity in their work, to plan their careers and to connect with the institution by such means as, but not limited to, courses, individual connections in departments, interdepartmental communities, MRU communities and professional communities.

Train

Enhance and apply skills through training to adapt to change, new standards, changing expectations and environments and to meet personal expectations.

Learn

Encourage on-going participation in learning and to promote communities of practice.

Roles and Responsibilities

Division of roles and responsibilities among committee members is determined annually.

- Determine a statement of principles to govern distribution of the grant.
- Plan and implement workshops and courses for MRSSA members.
- Advise groups with proposals about funding, clarifying mandate and procedures.
- Work with groups to prepare and deliver funded activities.
- Adjudicate group funding applications and award funds as decided.
- Explore and respond to the development, training and learning needs of the MRSSA membership
- Create a yearly plan to direct the dispersal of the DTL funds and present it for approval to the MRSSA Executive in September of each academic year.
- As needed, create and modify procedures for the dispersal of funds.
- Promote the use of MRSSA DTL funds to ensure members know the funds are supporting their learning.
- Maintain a budget, track dispersed monies and ensure proper records are kept for accountability.
- Communicate with MRSSA Treasurer to ensure funds are released appropriately and in a timely manner.
- Submit minutes of meetings in a timely manner to the MRSSA President and Administrative Assistant after each DTL meeting.
- Provide a year-end report by July 15 to the MRSSA Executive and Associate VP of Human Resources so that funds can be released by the University as per Article 28.1(b).

- A member of the DTL should be present at the MRSSA AGM to present on committee activities and answer member questions.
- Inform the MRSSA membership about the availability of funds for the coming year and solicit appropriate projects.

Record Keeping

Meeting minutes shall be forwarded to MRSSA President and Administrative Assistant in a timely manner after each DTL meeting.

Committee records will be maintained in a secure location within MRSSA Offices. The following records will be forwarded to the MRSSA Administrative Assistant:

- Statement of principles governing distribution of the grant
- Annual plan
- Year-end report
- Meeting minutes
- Needs assessment summaries
- Group funding invoices
- Collaborative funding agreements with Learning and Development
- Contracts

The DTL Committee will have viewing rights to the DTL account held by the MRSSA in order to manage the allocated grant.

Communication

Promotion about DTL sessions and invitations for group funding will be sent to the MRSSA Administrative Assistant for distribution.

DTL Committee members and/or the MRSSA Administrative Assistant will communicate with the MRSSA members through MRSSA communication tools.

One DTL committee member must be also be a member of the MRSSA Executive and will update the Executive on committee business on a monthly basis.

Frequency of Meetings

The Committee will hold a yearly planning meeting.

The Committee will hold a minimum of one meeting in both the fall and winter semesters for on-going planning and organization.

Meetings can also be held on an ad hoc basis or via email or phone when proposals/reports are submitted.

Resources and Budget

The MRSSA DTL Committee administers the annual grant on behalf of the MRSSA as per Article 28.1 (b) of the Collective Agreement.

Any DTL Committee member may sign any contract for services with the approval of the DTL Committee. The MRSSA Treasurer will make payment for any service and/or supplies.

A tracking budget will be maintained to monitor expenditures and monies committed once approved by the DTL Committee and recorded in the minutes.

Governance

DTL members shall use consensus as the basis for decisions about group funding, courses and workshops. If consensus is not achieved, then a simple majority vote will be used.

In order to prevent any perception of conflict of interest, when a decision is made about a funding application from which a committee member will directly benefit, that committee member must recuse him/herself from discussions and votes surrounding that application.

Please see Article 28.1(b) in the MRSSA Collective Agreement with the Board of Governors of Mount Royal University for applicable details and obligations.