

TERMS OF REFERENCE

Program Development Committee

Purpose:

To advise the Board of Directors on issues pertaining to program development that will result in enhancement of LCYS services. This will be accomplished by providing all LCYS stakeholders an opportunity for meaningful participation in innovative program development, which will result in meeting student needs and contributing to consistency and integrity of organizational performance.

Responsibilities:

1. Provide informal evaluation and overview of the existing programs
2. Design a data collection and reporting system for needs assessment – to be collected from all stakeholders willing to participate
3. Engage members on all organizational levels and solicit meaningful participation and input in order to establish program design(s) that will meet the expectations of program productivity, efficiency, effectiveness, and quality
4. Describe elements, goals and objectives, budget and evaluation plan of the program(s) developed
5. To provide leadership, education and support to the Board of Directors on issues pertaining to program development

Representation:

The committee should comprise representatives from the following constituencies:

1. LCYS students (past, present, potential students; including those who face barriers to accessing service consistently)
2. LCYS tutors
3. LCYS staff
4. Members of nonprofit community agencies
5. Creative, innovative business entrepreneurs

Accountability:

The Program Development Committee is accountable to the Board of Directors of LCYS through the Board representative(s).

Chairperson:

The Chairperson may be a member of the Board of Directors of LCYS, or selected from the membership of the committee. There must be a board member sitting on the committee who will act as liaison between the Board of Directors and the committee.

Responsibility of Chairperson:

With assistance from LCYS staff, the Chairperson will:

1. Serve a minimum term of one year, renewable at the Board's discretion
2. Recruit committee members with the assistance of other committee members
3. Develop agenda which reflects the Terms of Reference
4. Chair meetings
5. Act as liaison to LCYS staff
6. Present committee reports to the Board of Directors of LCYS on a monthly basis and at the Annual General Meeting (if applicable)
7. Provide all other committee chairs and the Executive Director with the agendas and minutes of each meeting to facilitate information transfer

Task/AdHoc Sub-Committees:

From time to time, task/adhoc sub-committees may be struck for the purpose of addressing specific issues or accomplishing specific goals. To ensure continuity and communication, each task/adhoc sub-committee will include at least one Committee member(s).

Schedule of Meetings:

The Committee will meet monthly, or at the call of the Chairperson; task/adhoc sub-committees will meet as necessary.

Review Process:

These Terms of Reference will be reviewed on an annual basis.