



## **Education and Human Resources Development Council Terms of Reference**

### **Overview**

The Education and Human Resources Development Council provides a neutral forum for the exchange of information about human resource and education issues in the transportation sector, with particular focus on those affecting transportation organizations in Canada. The Council's work addresses current and emerging issues in the transportation sector, including:

- recruitment and retention of transportation professionals,
- improving knowledge management within transportation organizations,
- encouraging students to enter the profession and monitoring retention initiatives, and
- improving the public awareness of the importance of transportation to Canada's economy and to its mobility.

### **Roles and Objectives**

- To provide fora for discussing transportation sector needs, focusing on:
  - Recruitment and retention of professional and technical staff
  - Skills shortages in the transportation sector
  - Skills development and training
  - Sharing common practices for attracting and integrating foreign-trained transportation professionals to the Canadian transportation industry.
- To share and promote best practices for knowledge management by such means as:
  - Showcasing successful programs and initiatives that profile achievements of TAC members.
- To encourage students to pursue careers in transportation, by undertaking various activities, including, but not limited to:
  - Collecting, analyzing and sharing information about Canadian transportation education programs, identifying gaps and recommending means to address those gaps
  - Monitoring, promoting and participating in transportation mentoring initiatives
  - Coordinating a student paper competition with an annual award
  - Organizing a student poster session at TAC's annual conference
  - Reaching out to students to promote careers in transportation
- To improve the public awareness of the importance of transportation to Canada's economy and to its mobility, through such means as:
  - Organizing conference workshops and other fora to promote the importance of transportation and its impact on Canada's well being
  - Preparing briefings, articles and primers relevant to transportation issues

- To build linkages and work with other TAC committees and organizations with related interests (e.g. TAC Foundation, Engineers Canada, ITS Canada, CITE)

## **Membership**

The Council shall be composed of up to 30 members, with balanced representation from:

- Federal, provincial and territorial government agencies
- Municipal agencies
- The academic and professional development sector
- The private sector
- Other transportation organizations/associations
- Representatives of TAC's other councils

In addition to its members, Council has “friends” who are invited to attend Council meetings, participate in discussions and contribute to the Council's work program, although they are not eligible to vote on Council matters.

Other non-voting participants include:

- A representative appointed by the TAC Board of Directors to serve as liaison with the Council
- A member of the TAC Secretariat who serves as secretary to Council on an ongoing basis.

## **Council Executive**

The Council Executive is comprised of the Chair, Vice Chair and Immediate Past Chair. The Chair serves a two-year term and is normally succeeded by the Vice Chair. The position of Vice Chair is filled by election by Council members and is for a two-year term. In the event that the Chair should become vacant prior to the completion of a term, then the Vice Chair fills the position immediately.

Responsibilities of Council Executive are:

- to identify and recommend candidates for membership when a vacancy arises,
- to review and approve the agenda for Council meetings,
- to review and approve reports to the Board of Directors, and
- to approve any changes to the work plan between Council meetings.

## **Meetings**

Council normally meets twice a year, once in the spring and again at the annual TAC conference. Additional meetings may be held if necessary, and are typically convened by teleconference four to six times per year. Council meetings are open to members, friends, invited guests and other TAC members, although some portions of meetings may be closed at the discretion of the Council Executive.

## **Reporting**

The Chair of Council gives an annual report to the TAC Board of Directors regarding the activities of the Council. The Chair also brings Council's priorities and perspectives to the Board, thus contributing directly to the formulation of TAC's programs and direction.