



## Emergent Issues Work Team

### Terms of Reference

Approved: May 17, 2021

<b>Composition</b>	5 - 7 members
<b>Members</b>	Vice President, minimum of one additional Director, and two Member Association Executive Directors. <a href="#">Policy 1.3.4 (3.3)</a> <a href="#">(3.5)</a>
<b>CHAIR</b>	CSBA Vice - President
<b>Chair's Duties</b>	<ul style="list-style-type: none"> <li>● Chair the meetings;</li> <li>● Set the agenda and dates in consultation with CSBA Executive Director and members;</li> <li>● Ensure notes are kept and posted;</li> <li>● Submit the annual work plan to CSBA Executive Director after first meeting of the year;</li> <li>● Submit a report to the CSBA Executive Director to include with the materials for the Board of Directors' meetings. The report should include the activities of the past months, steps the Committee/Work Team will take over the coming months, and recommendations to the Board. <a href="#">Policy 1.3.4 (3.11)</a></li> <li>● Act as spokesperson; <a href="#">Policy 1.3.4 (3.11)</a></li> <li>● Encourage active participation and country wide representation from members. <a href="#">Policy 1.3.4 (3.4)</a></li> </ul>
<b>Mandate</b>	<ul style="list-style-type: none"> <li>● To stay informed on emerging educational matters that</li> </ul>

	<p>may affect the CSBA and/or its Member Associations.</p>
<p><b>Duties</b></p>	<ol style="list-style-type: none"> <li>1. Provide strategic direction/advice to the Board of Directors on emerging issues that may affect the CSBA or its Member Associations . <a href="#">Policy 1.3.4 (3.2)</a></li> <li>2. Keep informed of emerging issues and develop a plan for responding to emerging issues for Board approval.</li> <li>3. Be prepared to meet on short notice if an emerging issue requires an immediate response.</li> <li>4. Engage fully in all committee discussions.</li> <li>5. Recommend to the Board, issues that should be addressed by the Work Team.</li> <li>6. Work in collaboration with all other CSBA Committees/Work Teams. <a href="#">Policy 1.3.4 (3.12)</a></li> <li>7. Regularly review the terms of reference for this committee and make recommendations to the Board for any changes.</li> </ol>