



Steering Committee Terms of Reference

October 2014

Role of the Steering Committee:

- Provide a governing structure for the implementation of the community/district literacy plan
- Develop new partnerships and ensure diverse representation
- Set and approve new priorities and strategic directions as required
- Ensure adherence to the guiding principles as outlined in the document: Community Literacy Planning Guide*

The role of the Steering Committee Chair:

- Set meeting agendas in collaboration with the Literacy Outreach Coordinator (LOC)
- Set direction and priorities for the Literacy Committee
- In collaboration with the steward of the funds and the Literacy Outreach Coordinator, assist with budget development and direction

The role of Steering Committee members:

- Attend meetings and participate in discussions and decision-making.
- Speak on behalf of their host organizations and/or the Working Group they represent
- Represent the activities and goals of the Tri-Cities Literacy Committee to their host organizations, their working groups and communities

Membership on the Steering Committee:

- The Steering Committee will try to ensure representation from these sectors:
 - ESL Working Group
 - Family Literacy Working Group
 - Adult Literacy Working Group
 - Douglas College
 - Public Library(s)
 - School District
 - Literacy Outreach Coordinator
 - _____
- The Steering Committee has a maximum number of 10 members

Protocols:

- Decisions are made by consensus and, when consensus cannot be reached, by vote
- Agendas are sent out at least one week in advance along with the minutes from the previous meeting (by LOC)
- LOC chairs Steering Committee meetings
- Members disclose any conflict of interest to the Committee and do not participate in decision making on that issue
- The committee meets three times a year:
 - The early fall meeting includes reviewing what has been accomplished, plans for the coming year, the budget, and what can be undertaken.
 - The mid-year meeting provides a chance to touch base, see how plans are proceeding and review what is needed and what other gaps exist and need to be addressed in the future
 - An early spring meeting provides an opportunity to “roll-up” the year and discuss what will be in the community literacy plan

**Guiding Principles*

- **Relationships and Collaboration** - Communities build and support networks, partnerships, and mentoring relationships.
- **Innovation** - Communities value new ways of viewing existing programs, new partnerships, and new ideas for programs.
- **Respect** - People are treated with respect and encouraged to freely share their ideas. Diversity is welcomed and valued.
- **Capacity Building** - Initiatives promote and sustain lifelong learning for all participants and focus on improving the life chances of children and adults. People feel empowered to act.
- **Access for All** - Community members have the opportunity to be part of the planning process through the member organizations.
- **Strength Building** - Success grows from long-term, sustained commitment to literacy learning.
- **Sustainability** - Communities respect, build on, and enhance past and current practices.
- **Joy** - People are involved in friendly and enthusiastic ways and celebrate success.