

# **Labour & Skills Training Committee**

## **Terms of Reference**

### **OBJECTIVE**

To create a forum that will enable timely communications and discussion of major agriculture human resource issues that will affect industry. This will be achieved through the establishment of the Labour & Skills Training Committee.

### **COMMITTEE REPRESENTATION**

Representation on the Committee will consist of:

- 5 NSFA Members at Large
- 1 representative from NSFA CAHRC
- 1 NSFA Executive Member
- NSFA Staff (Ex Officio)
- NS Dept Agriculture (Ex Officio)
- Dalhousie – Ag Campus Education Representative (Ex Officio)

Planning and secretarial support will be provided by the NSFA

Meeting participation will be expanded on an 'as needed' basis. Industry, Government and other individuals may be invited to attend meetings and share expertise when required.

Each new committee membership is a 3-year term, for a maximum of 2 terms. Existing members will be introduced to staggered terms, any current member will be eligible for a 1,2, or 3-year term renewal (selected by random draw).

### **MEETING LOGISTICS**

#### **Chair:**

Meetings will be chaired by the NSFA Executive Committee representative.

#### **Frequency and Scheduling:**

Meetings will be held on an "as needed" basis with a minimum of two (2) annually.

#### **Location:**

Meetings will be held in Kentville or Truro; may be held by conference call.

#### **Agenda Setting:**

Agenda items will deal with broad/ major agricultural human resource issues that are of interest to the industry overall.

#### **Records of Discussions:**

Attendance and outcomes of discussions (agreed upon decisions) with 'move forward' actions will be recorded.

### **OPERATING PRINCIPLES**

1. Discussions are open and frank and committee members exercise discretion with information that is confidential in nature and that is shared in confidence.
2. Committee members participate in good faith respecting the fact that there may be differences of opinions based on their respective mandates and corporate interests.
3. Committee members seek to find common ground on matters of shared/ common interests and are committed to moving forward decisions and actions that have been mutually agreed upon.
4. Points of view and understanding of this committee in its majority will be endorsed by the committee.

## **ROLES and RESPONSIBILITIES**

### **NS Federation of Agriculture will:**

- participate in agenda preparation;
- determine and coordinate required meeting participation;
- provide dates for the meetings;
- ensure meetings are conducted in accordance with operating principles;
- provide required support materials;
- provide information to the Council of Leaders and membership by Newsletter, website, and E-newsletter;
- be responsible for all written correspondence and be the signatory on behalf of the committee; and
- provide coverage for expenses for NSFA representatives attending meetings of this group.

### **Committee Members will:**

- provide leadership in the area of implementation of the requests contained within resolutions or requests addressed to the committee.
- attend Committee meetings and participate in Committee activities whenever possible; three consecutive missed meetings without cause triggers automatic dismissal from the committee.

Approved Council of Leaders, March 2017