

WORKFORCE DEVELOPMENT BOARD

TERMS OF REFERENCE

Strategic Research & Information Committee

Composition: Chair _____
1 Director
6-8 Members

Mandate

The purpose of the Strategic Research and Information Committee is to ensure that the organization has a strategic research plan developed in response to the regional needs defined by the Labor Market Planning Committee and the Community Development Committee. This Committee will ensure that the organization adheres to the highest standards of ethics and integrity in obtaining, recording, and analyzing data; and in utilizing, reporting and publishing results. This Committee will ensure that the organization provides the infrastructure and decision making processes for contracting, reporting and accountability practices required by the research projects and third party funding agencies. The Committee will disseminate local labour market information and local workforce and economic research to the community.

Duties

- Develop an annual strategic research plan
- Review the requirements of all research projects, including scope, quality and overall budget and schedule of work to ensure that it is in compliance with the organizations research policies and in alignment with the organizations strategic research plan
- Provide safeguards to protect the sensitive information entrusted to it by funding agencies for administering applications and awards and abide by data protection requirements as determined in any agreements entered into between the organization and a funding agency
- Ensure that all goods and services purchased related to research projects must be approved according to the standard purchasing and accounting procedures and protocols
- Regularly reviewed all research projects to assure ongoing compliance with policies, budget and the scope of work
- Ensure that the release and distribution of all information and data is in compliance with all parties involved including the funding agencies.

Reporting

The Strategic Research & Information Committee will report progress and outcomes to the Board of Directors at regularly scheduled Board meetings. Support information will be circulated to the Board in the Board package prior to the meeting.

Communication

The Strategic Research & Information Committee will report to the Board on the activities of the Committee. The Committee will circulate preliminary meeting agendas to the Chairs of other relevant Board Committees and will follow-up with an executive summary of important information and actions taken in the meeting.

The Committee will provide an annual summary report of its activities for inclusion in the Corporation's Annual General Meeting.

Term of Office – Two (2) years with a maximum of two (2) consecutive terms.