

SUPPORT STAFF LIAISON COMMITTEE**TERMS OF REFERENCE****Purpose**

The Support Staff Liaison Committee is a joint committee of the non-union support staff and the Division. In terms of purpose, the Committee provides:

- a voice for non-union support staff members in all matters relating to terms and conditions of employment including amendments to or the development of policies,
- a regular and open line of two-way communication to be conducted in a positive and proactive atmosphere,
- an opportunity for non-union support staff to raise issues and recommend solutions on an ongoing basis to administration and the Board on items relating to terms and conditions of employment,
- an opportunity to present written proposals to the Board regarding amendments to salary, terms and conditions of employment including amendment to or the development of policies.

General Objectives

There are several objectives related to this committee. They are to:

- a. Improve communication amongst non-union support staff, administrative staff, and the Board.
- b. Build a higher level of morale within the Division.
- c. Improve the general effectiveness of the Division in realizing its Mission Statement.
- d. Promote effective communication, mutual respect and understanding amongst non-union support staff, administrative staff, and the Board.
- e. Discuss educational needs, trends and innovations with respect to their implications.
- f. Make recommendations to appropriate parties concerning matters dealt with by the committee.

Manner of Operation

- a. The Committee will be composed of representatives of the Division including trustees and administrative staff and elected area representatives. Other people, as appropriate and mutually agreed upon, may attend these meetings.
- b. The committee will meet three times a year.
- c. The Division shall bear the cost of all meetings.

- d. Minutes shall be produced by a secretary assigned by the Division office, and once mutually agreed upon, the minutes shall be sent to all the members of the committee and to the Board of Trustees.
- e. The committee chairperson shall annually be selected by the non-union support staff members of the committee
- f. SSLC members shall forward agenda items to the chairperson at least 14 days prior to the scheduled meeting.
- g. The work site representatives forward items to the Area/Division site representatives 21 days prior to the scheduled meeting.
- h. The agenda for each meeting shall be prepared by the chairperson and the Chief Superintendent, and forwarded to committee members at least seven (7) days before the scheduled meeting.

General

- a. Effective operation of the committee shall be based on trust, respect and a mutual desire to work together.
- b. A working consensus model shall be used and is defined as a method of arriving at a general group agreement.
- c. Meetings shall be conducted in a business-like manner.
- d. Non-union support staff representatives shall be guaranteed “parliamentary immunity” or freedom to perform their committee functions in good faith without fear of jeopardizing their work relations.

(Resource: Frontier School Division Support Staff Liaison Committee (SSLC) Handbook of Roles, Operations and Processes, February 2008)