

Board Development Advisory Committee Terms of Reference

Purpose

The Board Development Advisory committee (BDAC) is a group established by the Clinic Learning and Training Committee (CLTC) and Association of Legal Clinics of Ontario (ACLCO). This committee's role is to provide input, insights, and recommendations to the CLTC, ACLCO Program Manager of Learning and Training and the contracted Subject Matter Experts and Facilitators to ensure well planned and appropriate learning and training for all legal clinic board members.

This document will outline the governance structure of the Board Development Advisory Committee, its roles and responsibilities along with its timeframe for member participation. This Terms of Reference (TOR) document accompanies the BDAC Mandate document.

Committee Structure and Membership

The Board Development Advisory committee (BDAC) is made of board members from the 74 member clinics of the ACLCO, the ACLCO Learning and Training Team, and board training subject matter experts/learning facilitators. Board members are volunteers who have responded to requests and communications for participation on the BDAC. Board members selected to join the committee will be a representation of all member clinics across the province. Board members are encouraged to reach out to peers to seek input and advice to bring back and share with the committee.

There are four regions in which the clinics are organized:

- North
- East
- Southwest
- Greater Toronto Area

There must be at least 1-2 board members representing each region in the committee and for each committee meeting to occur. This membership structure is not meant to limit the involvement of other interested board members.

Term

The term will coincide with the annual Clinic Learning and Training Committee funding cycle. Achievements and outcomes will be reviewed by the CLTC annually. The terms of board members will be open ended. Board members who join the Board

Development Advisory Committee are expected to commit for at least a one year membership.

Budget

CLTC is committed to making funding available for Board Development and Training so that the BDAC can support the Program Manager of Learning and Training to secure an external contract of subject matter experts and facilitators as needed, subject to renewal of funds. The budget will be set by CLTC as part of its annual allocation process. The BDAC's annual allocation from CLTC will be managed by the ACLCO Program Manager of Learning and Training and will be responsible for executing the standard CLTC funding agreement.

Accountability

The BDAC will maintain communication with CLTC through the Program Manager of Learning and Training, and will provide CLTC with a status report in advance of each quarterly CLTC meeting.

Responsibility, Authority, and Process

The BDAC will have input into internal processes for planning, consulting, implementing, evaluating and reporting on activities, and will be responsible for consulting and communicating with clinic board members across the province. The group will establish operating procedures such as ensuring minutes of meetings are kept and subject matter experts are up to date on current board training needs.

Ultimate responsibility for the initiative will remain with CLTC, as the sponsoring and funding body.