

Procedure Information	
Related to Policy No:	AD-CO-4.10
Approved by:	Executive Committee
Approval Date:	July 23 2019
Advice by Education Council:	June 4 2019
Executive Responsible:	Vice President Academic
Administrator Responsible:	Various Administrators
Date of Next Review:	July 2024

COMMUNITY ADVISORIES PROCEDURES

Definitions

1. Community: For the policy and procedures, “community” refers to the inclusion and consideration of the relevant stakeholders and the general populace within the reasonable locality of a College of New Caledonia campus location.

Procedures: Definition and Role

The procedures that follow have been organized under the following headings: CA Composition; Meetings; Nomination and Appointment of Members; Duties and Responsibilities; Agendas and Minutes; and Annual CA Report.

COMMUNITY ADVISORY COMPOSITION

1. CA members represent a broad and balanced range of constituencies served by the regional campus, and CAs should include a mix of:
 - i) Education, health, trades and technology representatives, as well as representatives from other sectors of significance to the community
 - ii) Aboriginal representation
 - iii) Relevant student representation
 - iv) Relevant alumni representation
 - v) Professional trade associations, licensing/accrediting bodies, social and government agencies, as well as business and industry
2. Community Advisory membership will reflect the diversity of the communities it serves.
3. The Yinka Dene Council representative for the region will be a voting ex-officio member on the CA.
4. The Regional Principal will be a non-voting ex-officio member of the CA.

MEETINGS

1. CAs should hold a minimum of two meetings per year.
2. College employees can attend CA meetings as non-voting resource persons, and be able to hear directly the advice being provided.
3. A quorum (majority of the members) must be available to vote.
4. Each CA should have a maximum of 12 voting members.
5. Members may vote by email or in person as circumstances dictate.

6. Alternates may attend meetings in the place of CA members with prior notification to the CA Chair.
7. It is recommended that Deans/Associate Deans/Directors/Administrators attend CA meetings to hear directly the advice being provided.
8. Aboriginal leaders and elected municipal leaders are welcome and encouraged to attend CA meetings.
9. If a CA member misses two meetings in a row, their membership will be reviewed.
10. Removal of a CA member will be initiated by the VPA at the recommendation of the CA.
11. Meetings are open to the public.
12. In the event of a dispute about the conduct of the meeting, *Robert's Rules of Order* will take precedence.

NOMINATION AND APPOINTMENT OF MEMBERS

1. All CA members are nominated by the Regional Principal and approved by the VPA
2. CA appointments are for a three-year period, which may be renewed for a second term. Appointments exceeding two terms will be considered based on CA needs.
3. A Chair is elected by appointed CA members to serve for a term of two years.
4. The term of office for the CA Chair may be extended by majority vote of the Committee

DUTIES AND RESPONSIBILITIES

1. CA members act as ambassadors, both for the College as a whole and the regional areas they are affiliated with through their CA membership.
2. CA Chairs are responsible for presiding over meetings, reviewing and approving meeting agendas, minutes and annual reports.
3. The Regional Principal is expected to provide support and assistance to the CAs as follows:
 - i) Identify potential committee members
 - ii) Orient newly-appointed members
 - iii) Liaise with the CA Chair to identify issues and plan meetings
 - iv) Ensure administrative support is provided to call meetings, circulate agendas and related materials, arrange for presentations, and ensure minutes are taken
 - v) Prepare agendas, meeting minutes, and annual reports for Chair review and approval
 - vi) Prepare reports and presentations that address agenda items
 - vii) Provide updates regarding major college strategies and issues as well as issues that may have an impact on the region and and/or its students and graduates
 - viii) Update the CA on issues relevant to Aboriginal education, including the information provided by the Aboriginal Advisory Committees

- ix) Provide CA members with regular updates on and invite them to College events
 - x) Provide refreshments for CA meetings
 - xi) Establish a means to recognize the efforts of the Community Advisory
4. The VPA's Office will maintain a master list of Community Advisories, including membership, affiliation, terms of office and annual reports.

AGENDAS AND MINUTES

1. A notice of meeting and agenda will be distributed to CA members at least two weeks prior to the date of the proposed meeting.
2. The minutes are prepared within two weeks of the meeting taking place and are reviewed by the Regional Principal and the CA Chair prior to circulation.
3. The minutes are reviewed and approved by all CA members at the following meeting.

ANNUAL COMMUNITY ADVISORY REPORT

1. The Regional Principal, in conjunction with the CA Chair, will write an annual report and submit to the VPA for review at the end of the academic year. Annual reports outline major accomplishments, recommendations based on community needs and any community or regional concerns identified.
2. The Annual Report is distributed to the President, CNC Board of Governors and Education Council.

Links to Other Related Policies, Forms, Documents and Websites

Community Advisories Nomination Form
 Program Advisory Committee Policy and Procedures #AD-CO-4.11

Procedure Amendment Log

Amendment Number:	Date:
0	July 2019
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