

TERMS OF REFERENCE

Introduction

The following Terms of Reference pertain to the College Committee on Disability Issues (CCDI).

Mandate/Mission Statement

To develop and support professionals who advance accessibility for students with disabilities in Ontario's 24 public colleges and to foster the college communities' awareness of and support for students with disabilities.

As a reporting group to the Heads of Student Affairs (HOSA), CCDI works in collaboration with other college areas and divisions to achieve its mandate.

Objectives

- Develop and promote relevant and timely professional development opportunities
- Identify system-wide issues that impact students with disabilities and provide feedback and advocacy
- Share best practices in support of students with disabilities
- Engage new members by actively providing mentorship opportunities
- Provide members with opportunities to develop leadership skills, recognizing the multi-disciplinary nature of our work
- Promote Inclusive Design/Universal Design for Learning on our campuses

Membership

Membership is comprised of college employees that work in support of students with disabilities attending one of Ontario's 24 public colleges. Members may include:

- Disability/Accessibility advisors or counsellors
- Learning strategists
- Assistive technologists
- AODA advisors/coordinators
- Managers of Disability/Accessibility Offices for students with disabilities
- Disability/Accessibility staff (i.e. Reception, Intake, Coordination and Support)

Membership Fees

Annual membership fees are \$400.00 per college. Membership fees are used to offset the cost of various expenses including:

- Room rentals
- Teleconference and online meeting fees
- Professional development fees including speaker's fees

- Awards including: \$500 CCDI Annual Bursary, CCDI Award of Excellence and the Glenn Crombie Memorial Award
- Communication Director's compensation

Meeting Schedule

- Two provincial meetings of the membership are held each year, usually one in the fall and one in the winter
- An annual general meeting of the membership is usually held in the spring
- Executive Committee meetings are held monthly, often via teleconference

Voting System

Each College, having paid the annual membership fee, is entitled to one vote (total of 24 votes). Voting is facilitated through the College Representatives (described below).

College Representative (2 Year Term)

Each college appoints a College Representative.

Specific Responsibilities:

- Attend/participate in provincial meetings and the annual general meetings or assign a designate to attend/participate, when possible
- Vote, on behalf of their college or assign a designate to vote, when possible
- Participate in various committees, including the Professional Development Committee
- Participate in strategic initiatives
- Keep their colleagues within their colleges up to date regarding the work of CCDI
- Respond to requests for information on behalf of their college's Disability/Accessibility Office

Executive Committee - Structure

The Executive Committee is comprised of 11 voting members and one non-voting member as follows:

- Chair (2 year term)
- Vice Chair (2 year term)
- Past Chair (2 years)
- Professional Development Coordinator (2 years)
- Treasurer (2 years)
- Western Regional Representative (2 years)
- Central Regional Representative (2 years)
- Northern Regional Representative (2 years)

- Eastern Regional Representative (2 years)
- Learning Strategist Representative (2 years)
- Assistive Technologist Representative (2 years)
- Communications Director (contract, non-voting member)

Executive Committee - Roles and Responsibilities

Chair

The Chair provides leadership to the membership, including the Executive Committee, and reports to HOSA on behalf of CCDI. Through delegation and direct action, the Chair is responsible for ensuring the fulfillment of CCDI's mandate/mission and objectives.

Specific Responsibilities:

- Ensure that provincial meetings, annual general meetings and executive meetings proceed effectively
- Collaborate with the Executive Committee to create agendas for all meetings
- Collaborate with the Executive Committee to determine annual strategic initiatives
- Create committees to support the implementation of strategic initiatives and provide committees with leadership, support and guidance
- Report to HOSA regularly regarding the work of CCDI
- Strive to consult the membership and the Executive Committee before making final decisions on substantive matters yet has the authority to make decisions unilaterally when immediate response is required
- Ensure the Vice Chair is regularly updated on all matters

Vice Chair

The Vice Chair supports and assists the Chair in the execution of their duties. Additionally, the Vice Chair acts as the Chair's designate, as requested.

Past Chair

The Chair and/or members of the Executive Committee may consult with the Past Chair as needed. Unlike all other members of the Executive Committee, the Past Chair is not required to actively participate in CCDI committees and initiatives.

In the event that the Past Chair is not available, the Executive Committee may appoint a Special Advisor. The Special Advisor is a senior member of CCDI who usually, although not exclusively, held the position of Chair at some point in the past. The Special Advisor is someone who has historical knowledge and can provide context and continuity to the Executive Committee.

Professional Development Coordinator

The Professional Development Coordinator leads the Professional Development Committee which is responsible for delivering relevant professional development sessions to the membership.

Specific Responsibilities

- Recruit members for the Professional Development Committee including the Learning Strategist Representative and the Assistive Technologist Representative
- Lead the committee in the effective execution of its duties through direct action and delegation
- Ensure that the committee identifies, develops and delivers appropriate professional development sessions
- Liaises with other HOSA reporting committees and the Inter-University Disability Issues Association (IDIA) to facilitate joint professional development initiatives, as appropriate

Treasurer

The Treasurer serves as the financial officer for CCDI.

Specific Responsibilities

- Collect membership, registration and all other fees associated with meetings and professional development activities
- Follow up on any outstanding fees
- Update the Executive Committee regularly regarding financial matters
- Manage day to day financial transactions
- Ensure that appropriate financial reports are prepared and made available to the membership in a timely fashion

Regional Representatives

There are four Regional Representatives (Western, Central, Northern and Eastern).

Specific Responsibilities:

- Actively participate in Executive Committee meetings and ensure that decisions made by the Chair and the Executive Committee consider and incorporate regional differences
- Support and assist the Chair in the planning and execution of provincial, annual general and Executive Committee meetings
- Participate in various committees, including the Professional Development Committee
- Lead and participate in strategic initiatives

Learning Strategist Representative

- Actively participate in Executive Committee meetings and ensure that decisions made by the Chair and the Executive Committee consider and incorporate the unique perspectives of Learning Strategists

- Sit on the Professional Development Committee and contribute to the development of learning opportunities for Learning Strategists
- Support and assist the Chair in the planning and execution of provincial, annual general and Executive Committee meetings
- Lead and participate in strategic initiatives and committee work

Assistive Technologist Representative

- Actively participate in Executive Committee meetings and ensure that decisions made by the Chair and the Executive Committee consider and incorporate the unique perspectives of Assistive Technologists
- Sit on the Professional Development Committee and contribute to the development of learning opportunities for Assistive Technologists
- Support and assist the Chair in the planning and execution of provincial, annual general and Executive Committee meetings
- Lead and participate in strategic initiatives and committee work

Communications Director (Contract - Non -Voting Member)

The Communications Director supports all CCDI members and has a direct reporting relationship to the Chair.

Specific Responsibilities:

- Records and distributes meeting minutes to all members
- Supports the Chair in the creation and distribution of all meeting agendas and other meeting materials
- Liaises with meeting guests and speakers as needed
- Secures appropriate rooms for all meetings and professional development activities
- Facilitates the implementation of accommodations at CCDI meetings including the provision of alternate format materials and interpreting services
- Assists the Chair and the Executive Committee with other meeting details such as ordering food and troubleshooting technology
- Updates the membership directory
- Obtains the annual statistics from each college and provides them to the Executive Committee.