

AFOA BC CURRICULUM DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

1. Mandate

To develop options and make recommendations for curriculum development and implementation for AFOA BC.

2. Authority/Responsibility

The Curriculum Development Committee will make recommendations to the AFOA BC Board for formal review, endorsement and/or adoption.

Other Board member or staff may be asked to participate in the committee from time to time as agreed by the committee.

3. Purpose

- a. To identify and create a list of relevant topics for curriculum development;
- b. To determine which topics to develop in a fiscal year based on market conditions and relevance;
- c. To ensure the strategic plan continues to be relevant and to bring any emerging issues to the Board's attention.

4. Committee Members

The committee shall be made up of four (4) Board members and the Executive Director. A quorum will consist of at least three (3) committee members

5. Frequency

The committee will meet monthly for approximately 1 hour

6. Amendments to these Terms of Reference

These TOR may be amended from time to time as the Board sees fit so long as the proposed amendments are introduced during a duly convened meeting. Amendments to these TOR would require approval by a quorum of the PASC during a duly convened PASC meeting.

7. Conclusion

This PASC will remain a standing committee so long as the AFOA BC Board support the benefits of the committee.

These terms of reference were adopted on _____