

## Emerging Leaders Terms of Reference

Approved by EL June 28th, 2005

**Type of Committee:** Sub-Committee of the Practitioner Development Committee, aiming to become a Standing Committee of CCEDNet. As a Standing Committee of CCEDNet, EL will need to be committed to and accountable to all CCEDNet members, and must function according to CCEDNet bylaws.

**Purpose:** To increase the number of youth who are actively engaged in Community Economic Development across Canada. As a Standing Committee Emerging Leaders will report to the CCEDNet Board on youth and activities of EL, and will advocate for the active participation of youth within CCEDNet. EL is striving to be an inclusive group within CCEDNet, according to CCEDNet's inclusion strategy.

**Specific Tasks:** EL has four functions:

- Peer learning among youth practitioners and their organizations across Canada
- To organize in terms of advocacy at the national and provincial levels, and advocacy and organization around prioritized issues
- To make CCEDNet itself more inclusive of youth, and to empower the organization's young people and their actions
- To assemble research and /or resources- to understand what is going on around the country in youth CED

**Reporting Relationship to Board:** The Committee Chair provides a regular update to the Board at each Board meeting. The Chair presents issues and recommendations of Emerging Leaders to the Board for consideration and approval, as well as updates on the activities of the EL group.

**Membership:** The membership of the Core Committee are members in good standing of CCEDNet. The Committee is open to all those who are interested in participating. It is not necessary to be a member of CCEDNet to take part in the Peer Learning Network project of EL (explained further in the section Relationship of the Peer Learning Network to EL).

**Role of co-Chair:** The EL co-Chairs will be responsible for fairly dividing the tasks and responsibilities outlined below:

- Provide clear guidance to the group to define and work towards visions and goals
- Guide long-term strategy as identified through the Strategic Planning process
- Ensure democratic governance, diverse membership and inclusive participation
- Provide Committee updates to the Board; report and be accountable to all members

- Be responsible for communication between the National EL and provincial committees and associated peer learning groups in order to report back to the Board on those group's activities
- Call meetings as required
- Work with CCEDNet EL staff to coordinate in-person meetings
- Coordinate with the CCEDNet EL staff on outreach to other youth and related youth groups across Canada, including regional committees and those involved in the peer learning network
- As in other CCEDNet committees, be responsible for recruiting and mentoring the person elected as a new Chair
- Commit to sharing ten hours a month between co-Chairs, in addition to two hours dedicated to communicating with the other co-Chair

The co-Chairs are responsible for communicating with each other, dedicating at least two hours a month specifically for this purpose and in addition to their other commitments.

### **Responsibilities of Core Committee and Committee Members**

The responsibility of the Core Committee is to guide the overall vision, functions and activities of Emerging Leaders. This will be done through:

- The development of a strategic plan and a commitment to it
- Consistent participation on the monthly EL conference calls, present for at least one conference call every two months
- Consistent participation of at least three Core Committee members on each dialogue call, to be identified during business calls
- Able to commit to dedicating up to 4-6 hours a month to EL work, initiatives and actions, over their minimum one-year term
- Encourage and actively provide outreach to other community groups interested in joining or having a relationship with EL, potentially through the peer-learning network.

### **Role of Peer Learning Network**

The Peer Learning Network project seeks to enhance networking among young CED practitioners, and to share best practices of youth inclusion in CED. This project is open to non-members. The outcomes of the learning network will become a rich source of data/evidence-based research on best practices for youth inclusion and may identify policy issues. This will be a feedback loop into the EL committee and the committee can use the information generated to identify priorities and strategies.

### **Relationship of Peer Learning Network to the EL Committee**

As a standing committee of CCEDNet, the EL Committee needs to be fully accountable to the entire CCEDNet membership for its actions, decisions, process and initiatives, and must adhere to CCEDNet's bylaws. The Peer Learning Network is a program of the EL Committee; its members do not need to be members of CCEDNet, and are not

accountable to CCEDNet. If members of the Peer Learning Network wish to apply to become members of the EL Committee then they must follow the application process and must adhere to the same bylaws and membership requirements as EL Committee members.

### **Length of Term for Chairs and Election Process**

The length of term for Chairs of EL is a maximum three-year term. The current Chair is expected to recruit and mentor the incoming Chair. The same length and process apply to co-Chairs. Elections are done by consensus, as is common with other standing committees of CCEDNet.

EL encourages different people to hold the national and provincial Chair positions in order to support further capacity and skill building among youth. If there are not enough people applying for the position then one individual would be permitted to do both positions, as long as they could commit to the volunteer time designated in this TOR.

**Resources:** Support will be provided by CCEDNet and CCEDNet EL staff for the functioning of the Committee.