



**Manitoba Child Care
Association**

School Age Support Committee

(Reviewed by School Age Committee, 2005; June 21, 2006, Sept 17/08; Not reviewed Sept 16/10; Feb 15/12; Apr 30/14; Mar 15/17; June 12/18)

(Reviewed by the Board of Directors, 2005; September, 2006, June 2007, Jan 26 2009; Sept 27/10; Jun 11/12; Jun 10/13; Sept 29/14; Aug 31/15; June 13/17; August 27/18)

Committee Mandate: To provide a forum for MCCA members with an interest in school age child care to meet, receive peer support, exchange information, make recommendations to the MCCA Board, provide advice or expertise, and lead projects related to school age child care.

Duties & Responsibilities

1. Provide support and networking opportunities for school age providers.
2. Recommend resources for library/resource development.
3. Advise on/develop school age resources when identified.
4. Identify and promote educational opportunities for school age members.
5. Keep awareness of school age issues and concerns on the forefront by making recommendations, developing, and implementing strategic plans that fall within MCCA's long & short range plans.
6. To act on activities referred from the MCCA Board of Directors.
7. To develop annual goals for the school age committee, inform the Board of Directors of the goals, and ensure goals are completed as per timelines identified.
8. Submit a report of committee activities and accomplishments by January 15 annually, for MCCA's annual report.

Composition of the Committee

The committee shall be chaired by an MCCA member elected/appointed by the committee. The committee is open to any MCCA member interested in promoting and working towards the committee's mandate. An MCCA staff representative shall be appointed by the Executive Director.

Time Requirements

A two-year term commencing in September and continuing through to June the following year is expected. The committee meetings are held up to 8 times per year for approximately 2 hours and members should have time available outside these meetings to do the take away work needing to be done to meet the committee mandate.

Accountability

This committee is accountable to the MCCA Board of Directors through the Executive Director.

Operational Policies

1. All members of the School Age Committee shall adhere to high standards including confidentiality of committee information, especially in regards to information that is verbally presented or written and is of a sensitive nature and has been deemed to be CONFIDENTIAL.
2. Committee members must be MCCA members in good standing; must sign a Confidentiality Agreement; must attend a majority of meetings of the committee held each year in order to remain eligible to participate.
3. Committee members must bring knowledge, expertise, and awareness of issues specific to this committee, and be non-partisan and objective.
4. Members of this committee must, in the opinion of other committee members and the MCCA Board of Directors, be free of any relationship that would interfere with his or her exercise of independent judgment.
5. A majority of the members of the committee must be present in person to constitute a quorum.
6. In order to maintain consistency, any member who has missed 3 consecutive meetings shall be considered to have resigned from the committee.
7. Committee members may be asked to act on activities as referred from the MCCA Board of Directors.
8. Committees will operate in accordance with MCCA's Volunteer Manual.
9. The Committee shall elect a chairperson for a two year term.
10. A position of Vice Chair shall be established by the committee for a minimum of a two year term. The Vice Chair will take on the responsibilities of the chair in his/her absence.