



Employability Network Terms of Reference

Mandate:

The Employability Network fosters relationship building between members through networking and information sharing. We thrive to achieve cohesive service delivery to better serve our local job seekers and employers and support a strong employment sector.

Goals

1. Evaluate training gaps for both employers and front line employees and provide access to necessary educational opportunities.
2. Work to remove barriers to employment through advocacy and outreach. Such barriers include lack of transportation, housing, mental health resources and more.
3. Identify emerging needs in the employment and training sector and work collaboratively as a network to address those needs
4. Work collaboratively to connect job seekers to employment opportunities through annual Job Fairs and more.

Potential new initiatives

- Highlight local employers in a campaign to promote great places to work.
- A video series promoting out member agencies
- Create a strategy to ensure our community is aware of existing services. This could include a partnership with YourTV.
- Identify new means of communications that target the right demographics. (Example: Youth=Tik Tok)
- Expanding the Job Fair to meet demand.

Authorities

The Employability Network is established by the and is under the auspices of the Social Development Council of Cornwall and Area

Membership

Membership to the Employability Network is limited to organizations that have a hand in employability. When consensus can not be reached and a vote must be taken, only 1 vote per member agency will be counted.

Organization

Members of sub-committees and/or ad-hoc groups do not have to be members of the E.N. However, sub-committees and ad-hoc groups must have at least one member from the E.N. and provide regular communication to the larger group.

Resource Persons

Others who can contribute with their knowledge and experience may be invited as required.

Decision Making

It is the intent that the committees will operate as much as possible by consensus. When consensus cannot be reached, the voting process will be used. In a split decision, the chair may vote. Votes can be counted via e-mail.

Meetings

Meetings shall be held monthly on the 3rd Tuesday at 1:15pm or at the call of the network. 10 members must be present in order to host a monthly meeting. If there are fewer than 10 members the meeting must be rescheduled.

Dissolution

In the event of dissolution, all records shall be retained by the Social Development Council of Cornwall and Area

Amendments

When the Committee identifies revisions to the Terms of Reference, changes will be made and all members will be asked to vote regarding the change.

Communications

Minutes shall be recorded at all meetings by a secretary or SDC Staff Resource. Minutes will be provided to the members prior to the next meeting.