



## AMA EDUCATION COMMITTEE

### TERMS OF REFERENCE

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Association of Municipal Administrators of Nova Scotia mission: ***A professional association dedicated to excellence in municipal government through education, objective advice and networking.***

The role of the Education Committee is to assist the Board of Directors of the AMANS in the identification and development of opportunities for training and education for both elected and appointed officials consistent with the mission statement and the AMA Strategic Plan.

#### Excerpts from the AMA Strategic Plan.

##### Goal #1: Municipal Administration and Elected Representatives Work Together at a Strategic Level

- Develop a strategic management competency which can be included in job descriptions of senior positions
- Facilitate the delivery of joint training in strategic management to municipal administrative and elected officials

##### Goal #2: NS municipalities have the resources, expertise, information, knowledge and skills to excel in municipal service delivery

- Promote leadership as a profession
- Review NACLAA curriculum to ensure relevance to CMM
- Review MOU with Dal MPA Program - Municipal Stream
- Review Next Generation Report and recommend next steps for implementation
- Promote the NACLAA program
- Postcard promoting benefits of Training and Development to CAO/CEO forum delegates
- Review, revise and forward training policy paper to Mayors, Wardens and CAO's. Putting education links on resource tabs, developing tutorials for new municipal employees
- sharing on-line training and webinars that are available and applicable
- Facilitate Delivery of Training (workshops, seminars, etc.) and Supporting Resources (tools, templates, manuals, etc.) to Municipal Employees
- Promote and Increase Awareness of the Benefits of Employee Training among CAO's Municipal Staff and Elected Officials
- Establish Current Base line for Municipal Training
- Develop and Distribute Communication Regarding the Benefits of Employee Training
- Conduct a Municipal Skills Needs Assessment and Gap Analysis

## **MANDATE:**

- Promote opportunities for professional development:
  - Provide for an overview of existing educational programs currently available;
  - Assist in the promotion of educational programs and opportunities through the Education Committee Bulletin , annual fall convention and spring conference, AMA website, etc.
  - Partner with stakeholders such as Dalhousie University College of Continuing Education and School of Public Administration, UNSM and SNSMR on education, training and development matters;
- Complete professional development needs analysis and define gaps for future academic and technical training:
  - Carry out surveys of education needs of municipal government in the province. This shall be done every two years at the beginning of the calendar year.
  - Assist in the facilitation and organization of professional development programs as the need arises;
  - Make recommendations to the AMA Board of Directors on matters pertaining to training and development
  - Examine and provide feedback (normally through the AMA Board of Directors) on educational issues.
- Provide high quality annual conference and workshops for members:
  - Identify and advise conference/workshop organizers of specific topics which should be addressed in order to meet development needs through a representative of the Education Committee on the Convention Planning Committee;
  - Ensure that there is formal recognition of educational accomplishments at the annual conference and other venues, as appropriate.
- Explore methods of delivering educational opportunities:
  - Ensure that there is variety of educational opportunities offered each year.
- Ensure opportunities are made for certification professional requirements.
- Cooperate with UNSM in providing training opportunities for elected official.
- The foregoing is not deemed to be an exhaustive list rather a guideline and, therefore, does not limit the committee in dealing with other matters pertaining to the improvement of the quality of local government administration.

## **MEMBERSHIP**

- The Chair of the Education Committee shall be appointed annually at the Annual General Meeting.
- At least one representative from SNSMR shall serve on the AMA Education Committee.
- At least one representative from Dalhousie University College of Continuing Education shall serve on the AMA Education Committee.
- At least one representative from the AMA Board of Directors shall serve on the AMA Education Committee.
- At least one representative from the Union of Nova Scotia Municipalities (UNSM) shall serve on the AMA Education Committee.

- Additional members will be selected in accordance with the AMA Policy on Committee Appointments.
- Membership on the Committee shall not exceed ten (10).
- Each year, at the first meeting of the newly appointed Education Committee, a Vice-Chair shall be selected by the Committee.

#### **ROLE OF THE EDUCATION COMMITTEE CHAIR**

The Chair of the Education Committee shall:

- Ensure that the work of the Education Committee is in keeping with the overall goals and objectives of the AMANS;
- Run the meetings of the Education Committee;
- Set the agenda for each Education Committee meeting;
- Assign work to Committee members;
- Report to the Executive on Committee's decisions/recommendations;
- Report to the general membership at the Annual General Meeting on the activities of the Committee.

#### **ROLE OF THE VICE CHAIR**

- the Vice Chair will fulfill the duties of the Chair in his or her absence.

#### **ROLE OF COMMITTEE MEMBER**

A member of the AMA Education shall:

- Regularly attend Education Committee meetings and important related meetings;
- Makes serious commitment to participate actively in committee work;
- Volunteer for and willingly accepts assignments and completes them thoroughly and on time;
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and report;

Actively participate in the committee's annual planning efforts.

***TIME COMMITMENT: 7 MEETINGS PER YEAR – 4 HOUR MEETINGS***

***“Making municipal government the place to work: Where you can make a difference.”***