



TERMS OF REFERENCE FOR EDUCATION COMMITTEE

- 1. Purpose of the Education Committee**
The committee will:
 - (a)** Support the apprentice program
 - (b)** Research the current trends of educational requirements for professional development and journey person upgrading in the glazing industry.
 - (c)** Create and govern the scholarship, bursary and salaried employees training fund

- 2. Chair and Membership**
The Technical Committee consists of a chair, and volunteer members of the Association.
 - (a)** Chair:
 - (b)** Members

- 3. Responsibilities**
 - (a)** Support the apprentice program by
 - i)** Creating a bursary program for Level I new apprentices
 - ii)** Working with DC 38 to promote and advertise the program
 - iii)** Attending Career fairs as deemed appropriate
 - (b)** Create the Salaried Employees Training Fund to support companies that provided ongoing training to their employees
 - (c)** Research possibilities of online or virtual educational rooms. .

- 4. Meetings and Time Commitment**
Committee meetings are mainly held virtually, via conference call or by email. It is expected that, each month, members of the committee will be spend approximately six hours per month on committee work, over and above attending the monthly meetings.

- 5. Staff Contact**
The staff contact for the committee is the Executive Director who attends each meeting and takes the minutes.

- 6. Budget**
The committee has a meeting budget of \$500 per year. This budget does not include the expense for the educational awards. This budget simply supports the committee.
No expenditures of commitments against that budget may be made without the authorization of the committee chair.

Budgets will be reviewed annually for modifications and revision.