

Explorers' Edge Workforce Committee

Draft - Terms of Reference

1. THE ROLE OF EXPLORERS' EDGE MARKETING COMMITTEE

The Explorers' Edge (EE) Workforce Committee is established by the Board of Directors to solicit input, recommendations and feedback on workforce development initiatives from tourism industry representatives in the region.

The Workforce Committee will act in an advisory capacity to the Board and will be composed of industry representatives with workforce, human resources, communications or tourism experience. The committee's input will help to guide the workforce initiatives for EE, in order to advance the EE objective of developing a sustainable year-round workforce for the industry in the region for the benefit of all industry stakeholders.

The committee will be guided by the Business and Operational Plan adopted by the Board of Directors, and workforce initiatives formulated by staff, vetted by the committee will be presented to the Board of Directors for consideration.

2. RESPONSIBILITIES OF COMMITTEE MEMBERS

- Assist EE to strengthen all components of its overall workforce strategies
- Review proposed initiatives and make recommendations
- Help identify opportunities and potential partnerships in the region to improve workforce initiatives for optimal results
- Help development and grow the tourism workforce in a collaborative fashion

3. MEETINGS

- To be called by the Executive Director at the request of the Workforce Committee Chair
- Meetings will be Chaired by a member of the Explorers' Edge Board of Directors

4. COMPOSITION OF THE COMMITTEE (Maximum 8 Members)

- A Committee Chair who is a member of the Explorers' Edge Board of Directors (1)
- At least two members of the Explorers' Edge Board of Directors in addition to the Chair (2)
- A maximum of five additional members, including regional tourism stakeholders and workforce industry experts. (5)
- A maximum of four resource members with a stake in regional workforce development (4)

5. TERM OF THE COMMITTEE

- Committee members will serve a maximum term of 4 years

6. PREREQUISITES FOR SITTING ON THE WORKFORCE COMMITTEE

- Possess marketing acumen or experience and/or performs a workforce/ HR function within their respective organization / business
- Supports the overall governance and mandate of Explorers' Edge
- Must not be absent for no more than two consecutive meetings per calendar year

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