

Program Advisory Committee

January 2008

Terms of Reference	
Name	Program Advisory Committee
Type	Standing Committee of SEARCH Canada.
Purpose	<p>This Committee is to provide advice and assistance in the design, development, implementation, communication and evaluation of specific program areas within SEARCH Canada, including SEARCH Classic and SEARCH Custom programs and other projects as required.</p> <p>The terms of reference of the Committee will be reviewed and revised annually by the Committee and approved by the CEO.</p>
Chair	Co-Chairs: Director, Programs, and a SEARCH Canada Faculty member
Specific Areas of Responsibility	<ol style="list-style-type: none"> 1. To provide advice in the design, development, implementation and evaluation of program plans and activities. <p>SEARCH Canada programs within the mandate of this committee includes:</p> <p style="padding-left: 40px;">SEARCH Custom SEARCH Classic SEARCH Network</p> <ol style="list-style-type: none"> 2. To provide assistance to maintain critical linkages with members and stakeholders at the operational level. 3. Promote and encourage the uptake of SEARCH Canada program offerings and support and strengthen the extension of the SEARCH Network. 4. To provide input to other Advisory Committees (e.g. evaluation, advisory, curriculum review and planning committee).
Composition	<p><u>Appointments</u> Members are invited by the SEARCH Canada CEO with input from the current members and senior faculty and staff. Members will be selected on the basis of their individual background, skills, and interest, and will not be expected to represent the views of their organization.</p> <p><u>Membership</u></p> <ul style="list-style-type: none"> • A member from each of the nine Alberta Health Authorities and past-SEARCHers, providing a range of senior executive, management and front line delivery (9) • Core Faculty Team members bringing multiple program and institutional perspectives (one of whom is Co-Chair (3). • Other program partner (1) • Co-Chair - Director Program, SEARCH Canada and Faculty Lead (2) • Total membership: 15 <p>Committee members will be encouraged to identify one alternate from their constituency who can be appropriately briefed and replace them</p>

	<p>when absent.</p> <p>Program managers, SEARCH Classic and SEARCH Custom are ex-officio members and will attend all meetings.</p>
Terms	Each member will have a two year initial appointment, with possibility of renewal, and at least two members continuing from the previous term.
Sub Committees	<p>To meet the ongoing needs and timelines of the program while ensuring appropriate consultation and communication with stakeholders, working groups and task groups will be established as needed to advise the program on specific matters and between meetings.</p> <p>Working groups will be sub-committees with responsibility for advising on specific areas of program development throughout the term of the committee. Task groups will be ad-hoc groups with focused short-term objectives to address specific topic areas identified by the Committee. These groups will meet by teleconference as needed. Sub-committees will be chaired by a member of the Program Advisory Committee and will include additional people as necessary from inside and/or outside the Program Advisory Committee.</p>
Timeframes and Meetings	Three meetings annually: February, June, October
Reporting and Communication	<p>This committee advises SEARCH Canada, through advice to the Co-Chairs of the committee.</p> <p>The committee communicates with stakeholders through:</p> <ul style="list-style-type: none"> ▪ Minutes will be maintained and shared with the management team and faculty of SEARCH Canada ▪ Member are encouraged to share minutes within their organizations as well
Review	Bi-annual review of the Terms of Reference by the Committee.
Administrative Support	All administrative and logistical support will be provided by SEARCH Canada.
Travel Support	Travel costs will be covered according to SEARCH Canada travel policy.