



**GUIDES OF CANADA – BRITISH COLUMBIA COUNCIL
PROVINCIAL TRAINING COMMITTEE**

TERMS OF REFERENCE

(To be used in conjunction with the Committees' Generic Terms of Reference)

PURPOSE

To promote and administer the *Training and Enrichment for Adult Members (TEAM)* program and other related training opportunities.

MEMBERSHIP

Membership to include:

Provincial Adviser (*maximum 3 years*)

Committee members

Committee members' duties may encompass the following, as assigned by the Chair:

- Secretary (no vote)
- Financial coordination
- Events coordination
- Trainer coordination
- Trainer administration
- Area Training Adviser liaising

RESPONSIBILITIES

In addition to the generic Terms of Reference, the Provincial Training Committee shall:

1. Respond to issues related to training received from within the province.
2. Organize, conduct, or assist at training events with the approval of, or at the request of, the Provincial Council.
 - encourage trainer development by means of conferences, participation in courses, and other training
 - develop tools and resources to assist trainers
 - recognize new trainer candidates and issue trainer appointment letters
 - monitor trainer status (appointment, re-appointment, leave of absence)
 - recommend trainers for National and International training assignments or conferences as requested
3. Leadership development
 - promote implementation of the *TEAM* program
 - encourage and assist areas to carry out training of all Guiding personnel
 - promote a high standard of adult training within the province
 - provide trainers to areas requesting training assistance
 - facilitate post-enrichment trainings

These Terms of Reference are to be reviewed every two years.

Approval date: September 2017