

**TERMS OF REFERENCE
MATI FOUNDATIONS ADVISORY COMMITTEE**

PHILOSOPHY AND OBJECTIVES

The primary objective of the MATI Foundations Advisory Committee (hereinafter Committee) is to provide continuing input and support to LGMA staff for development of the program within the MATI Foundations budget.

The Committee is responsible for providing a high caliber, educational program for local government employees. An emphasis is placed on pragmatic professional development rather than theoretical studies. Training program content is kept current through an ongoing evaluation of course objectives and updating of materials combined with a regular rotation of instructors.

COMMITTEE TERMS OF REFERENCE

1. The MATI Foundations Advisory Committee is established as a sub-Committee of the LGMA Education Committee and shall report to same.
2. Minutes/summary of deliberations of the Committee will be maintained.
3. The Committee is responsible for providing input and support to LGMA staff in organizing and delivering an annual offering of the MATI Foundations program including:
 - (a) deliberation and recommendation on curriculum
 - (b) identification of educational and networking activities
 - (c) selection of instructors or facilitators
 - (d) monitoring through program participation and post program evaluation.
4. The MATI Foundations Advisory Committee may recommend to the Education Committee: changes to budget allocation for program related activities, Committee terms of reference, selection of members, policy relating to the program, and other educational matters.
5. Costs of a Committee member's travel for Committee business are included in the LGMA budget and are reimbursable subject to prior approval of the LGMA Executive Director.

COMMITTEE MEMBERS

6. Composition

The MATI Foundations Advisory Committee shall consist of five (5) members. The MATI Foundations Advisory Committee may provide the LGMA Education Committee with nominations to fill vacancies, however the Education Committee is delegated the

responsibility for the appointment of members to the MATI Foundations Advisory Committee.

7. Term of Office

- (a)** The term of office for each member on the Committee shall be a maximum of three (3) years.
- (b)** The annual term of office of each member shall be from October 1st to September 30th.
- (c)** An appointment to fill a vacancy on the Committee for a partial year shall not be included in calculation of the maximum three (3) year term.

8. Selection of Members

- a)** LGMA will publicize the volunteer requirement for the Committee, and appointments will be made to ensure sufficient local government expertise and the minimum complement of volunteers are in place.
- b)** The following criteria for appointment to the Committee shall be deemed to be mandatory:
 - (i)** at least one member shall be a senior local government administrator,
 - (ii)** at least one member shall be from a Regional District,
 - (iii)** at least one member shall be from a local government with a population over 25,000,
 - (iv)** at least one member shall be from a local government with a population under 5,000.
- c)** The following criteria for appointment to the Committee shall be deemed to be desirable:
 - (i)** balanced regional representation should be maintained on the Committee,
 - (ii)** balance between the various functions of local government (ie. administrator, clerk, treasurer, etc) should be maintained on the Committee,
 - (iii)** previous instructors and students of the MATI Program should be given favorable consideration,
 - (iv)** LGMA Membership.

9. Time Commitment

Committee members are expected to:

- attend a planning meeting, typically held in October, in person or by teleconference to debrief on the past program and beginning planning for the following year;
- participate in Committee conference calls as reasonably required to develop and finalize the program content recommendations;
- provide reasonable time outside of meetings for research relating to program development;
- attend as much of the MATI week as possible, typically scheduled for the second week in August, and provide onsite support to LGMA staff for program delivery as reasonably required.