

## **TERMS OF REFERENCE**

### **Education Steering Committee**

#### **OBJECTIVES**

The Education Steering Committee (ESC) serves at the invitation of the Director of the Parliamentary Education Office, who chairs the committee, along with the Parliamentary Education Officer.

The purpose of the ESC is to support and enhance the learning objectives of the Parliamentary Education Office. Committee members will provide ongoing input, recommendations and support for educational programming, assist with communications initiatives within the educational community and provide practical advice about the teaching profession.

#### **PHILOSOPHY STATEMENT**

The ESC is a supportive mechanism for the Parliamentary Education Office (PEO) to consult and seek advice from the committee on a variety of educational and interpretive programming for students and the public. The relationship is built upon a collaborative approach to determine and implement the best practices for providing parliamentary education in an engaging and informative manner that meets or exceeds the Big Ideas and Core Competencies as set out by the Ministry of Education. ESC members are non-partisan teaching professionals reflective of the diverse population making up British Columbia.

#### **RESPONSIBILITIES**

ESC members serve generally as advisors for educational programming developed by the PEO. More specifically, the scope of duties include the following responsibilities:

- ☐ to provide pedagogical expertise in the development and evaluation of programs and resources for students including remote and distance learning
- ☐ to ensure curriculum connections for educational programming and resources
- ☐ to offer advice and consultation on educational matters including the BC Teachers' Institute on Parliamentary Democracy
- ☐ to facilitate communications between the PEO and the educational community
- ☐ to promote PEO programs and resources with the educational community.

ESC members will provide assistance through:

- ☐ participation in planning meetings and consultations, held annually in Victoria. The structure of the meetings will be determined by the Director dependent upon current issues and the need for particular consultations
- ☐ advice or consultation as required online
- ☐ background reading and/or preparation for meetings
- ☐ post meeting feedback and review within specified timeframe
- ☐ make suggestions for new educational resources or outreach activities.

## REPRESENTATION

It is expected that committee members will share a strong interest in parliamentary democracy and have demonstrated a commitment to citizenship education in British Columbia.

Three to five members will be selected to the committee for their leadership in the educational community. The non-partisan committee shall include diverse educators from all facets of the educational community:

- ☐ elementary, secondary and post-secondary levels
- ☐ urban and rural communities
- ☐ public and independent schools
- ☐ English, French Immersion/Francophone, Indigenous, and ELL educators

In addition to the three to five rotating members of the committee, the PEO may choose to invite educators, interpreters or experts to provide advice to the committee according to the needs of current programming.

Elections BC is also represented on the Education Steering Committee as an affiliate member to share their programming, seek advice and connect Elections BC and the Legislative Assembly's teacher outreach initiatives.

The committee members shall have among them a balance of the following expertise:

- ☐ Social Studies instruction in BC at an elementary, secondary or post-secondary level
- ☐ knowledge arising from past participation in the BC Teachers' Institute on Parliamentary Democracy
- ☐ curriculum development
- ☐ piloting of new initiatives, promoting new learning
- ☐ delivery of professional development
- ☐ mentoring of colleagues to support new teaching initiatives
- ☐ development or evaluation of new programming
- ☐ experience in outreach programming

## **TERM**

The Committee members will be asked to serve a two-to-four-year term on a staggered, rotating basis. The PEO may invite a committee member to extend his or her term as needed.

Terms shall officially begin with attendance at the late summer meeting in August in the first year of the term. It is expected that there will be up to five subsequent electronic calls throughout the year.

## **COMMITMENT**

For the duration of their terms, ESC members will provide advice to the PEO regarding educational resources and current and future directions for educational and interpretive programming. ESC members will assist with the development of new educational and interpretive programs and resources and the planning and facilitation of any professional development for teachers.

ESC meetings are typically held in Victoria at the end of August for a one day period. The meeting will require preparation work beforehand and follow-up action. The structure of the meeting will be determined by the PEO dependent upon current issues and the need for particular consultations. All approved travel costs for attendance at ESC meetings in Victoria shall be covered by the PEO.

In addition to attendance at the meeting, consultation will take place occasionally through electronic communication, and/or virtual calls. It is anticipated that there will be five calls throughout the year. ESC members may also be involved in pre-meeting preparations, consultations, communications and meeting follow-up over the course of their terms. The time commitment for such activities will vary from year to year.

ESC members will also assist with the promotion of the PEO educational and interpretive programming through their colleagues and via existing provincial education networks. ESC members will also provide consultative services to support Elections BC outreach programming as one of PEO's partners.

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