



Committee Name

Practicum Committee

Type of Committee

Standing Committee of the Board of Directors for the Child and Youth Care Educational Accreditation Board of Canada (CYCEAB)

Term of Committee

The Practicum Committee began as a designated committee as per the bylaws and policies and procedures of CYCEAB and will be ongoing until terminated by the members of CYCEAB.

Background

The Practicum Committee formed in December 2020 after the joint research team completed *Preliminary Investigation into Field Work Models in Canadian Child and Youth Care Education* (2016). The CYCEAB was able to identify a gap within the area of CYC field work. Four years later emerged the Practicum Committee, a sub-committee derived from the Education Committee. This committee recognizes practicum to represent the various terms found through the regions including, but not limited to, field work, placement, internship, and work integrated learning.

Purpose

The Practicum Committee promotes and supports CYC field work as a core component of CYC education. This committee is dedicated to ongoing review of CYC practicum design and delivery to continually promote the development of CYC excellence. Appreciating the contextual diversity of field work across Canada's post-secondary CYC credentials, the committee intends to achieve the following

1. Develop, review, and recommend Practicum definitions and standards.
2. Inform and provide recommendations to the Board of Directors as it relates to Practicum within CYC education.
3. Encourage and support professional development, ongoing research, and information sharing in collaboration with CYCEAB.

Accountability

The Practicum Committee will be accountable to the Board of Directors through the chair of the committee.

Roles, Duties and Responsibilities of Committee Members

Committee members are responsible to:

- Work collaboratively to achieve the committee's purpose.
- Participate in ongoing communication, remain current and able to speak to trends and themes within CYC practicum, specific to their region.
- Provide perspective of what is best for the organization.
- Participate in committee meetings.
- Follow through in a timely manner on any commitments.

- Support the success of the committee and its projects.
- Report their inability to attend a specific meeting to the chair of the committee, in advance of the meeting.

The chair of the committee will discuss individually with a committee member their intent around their future commitment to the committee if they are not upholding their responsibilities or if they miss a significant number of meetings without a reasonable explanation.

Chair

The chair will be appointed by the Board of Directors and an appointment letter will be issued under the President's signature. If the chair deems it necessary to work with a co-chair, the committee can appoint a committee member to that position. The chair and/or co-chair shall call meetings of the committee, set the agenda, and send notice to committee members. They will be responsible for recording minutes and preparing a written report for each board meeting.

Membership

The Practicum Committee will be comprised of minimally five (5) members to a maximum of ten (10) members with at least one member being a director from the CYCEAB Board of Directors. Members represent a broad range of educational institutions from across the country and may include faculty, students, and CYC community partners. Term of office is generally two years. Other members shall be invited to participate in the work of the Practicum Committee on an as needed basis.

Meetings

The Practicum Committee will meet at minimum quarterly to conduct the regular business of the committee and participate in ongoing communication, when necessary, between scheduled meetings. The committee will also meet annually to review these terms and highlight accomplishments for the annual report of the CYCEAB. Additional meetings will be scheduled at the request of the chair and committee.

Quorum

Fifty percent plus one of committee members will constitute a quorum.

Voting & Decision-making

The Practicum Committee shall strive for consensus when making decisions. As the committee makes recommendations to the CYCEAB Board of Directors, it is likely few decisions will have to be voted upon by committee members.

If consensus cannot be achieved, the chair will call for a vote on decisions, as they deem appropriate. The committee members will then vote on the issue at hand, defer to another meeting, or take the issue to the Board of Directors.

Reporting

The chair or board designate of the Practicum Committee will provide an update of the actions of the committee at the regular meetings of the CYCEAB Board of Directors or as requested by the board. Where information from the committee requires CYCEAB board member input, the discussion will be added to the monthly CYCEAB board meeting agenda.

Resources and Budget

All committee expenses must be approved by the Board of Directors prior to expenditures being made.

A committee member can request a reimbursement or that an invoice be paid directly of a board-approved expenditure by sending an email with appropriate documentation to the Operations Manager and Senior Governance Officer.

Deliverables

The Practicum Committee will develop an annual goals and objectives plan for approval by the Board of Directors. The committee will provide a summary of deliverables/accomplishments for the annual report.

Review, Amendment, Modification of this Terms of Reference

The Terms of Reference will be reviewed annually by the Board of Directors. At this time, they may be amended or modified in writing, after consultation with committee members and agreement by the board.