

**COSBO Executive and Collaborative E&E Advisory Committee
Terms of Reference and Document Package**

Statement of Purpose

Program Objective

To identify, study, develop and promote the effective and efficient utilization of financial and non-financial resources of school boards and partners by investing in collaborative sustainable projects that promote the sharing of services, resources and the building of capacity to support effective student outcomes.

Program Goals

Implementation of successful project results that can demonstrate the following attributes:

✓ Value Added Benefits	✓ Collaborative Effort
✓ Economies of Scale	✓ Cost Efficiencies and Sharing
✓ Capacity Building	✓ Sustainable Management and Delivery
✓ Cost Recovery and Pay Back	✓ Scalable and potential to meet the needs of individual boards

Strategy

- Encourage sector participation from boards, organizations and groups
- Invest in projects that meet the program goals
- Leverage COSBO Phase I Effectiveness and Efficiency Projects, Lessons Learned and Sustainable modelling
- Ensure sustainable management and delivery
- Effectively monitor and measure results.
- Support marketing and communication

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Terms of Reference

1. Role of the Collaborative E&E Advisory Committee

- I. As required meet and discuss opportunities for projects that meet the current needs of the sector
- II. As required meet to receive and review project proposals from the sector as a whole
- III. Assess Collaborative E&E project applications, extensions or modifications and make recommendation to the COSBO executive as to project approval including budget allocation.
- IV. Monitor Project Status reports and project performance and make recommendations for improvement or change.
- V. Actively promote, introduce, and seek out teams for projects to be considered by the committee

2. Committee Membership

COSBO Executive to appoint the following annually or as required. Appointments to be made effective September of each year.

Current COSBO Co chairs (1)
Prior Year's Co Chairs (1)
COSBO Member at Large (3)
CODE Representative (1)
OPSOA/ OCSOA/ L'AGEFO (1)
OASBO (2)
Collaborative E&E Coordinator (non-voting) Alternate: COSBO Executive Director

3. Committee Process

- I. Chair to be appointed on an annual basis from the COSBO members on the committee
- II. Meetings are to be called by the coordinator at the Direction of the Committee Chair
- III. A minimum of 5 committee members required to convene a meeting.
- IV. All project applications are to be assessed within four weeks of their receipt by the coordinator.
- V. Committee recommendations may be contingent on additional information i.e. quotes, legal documentation, technical opinion etc. all information is required before presentation to COSBO Exec.
- VI. Project Budgets will be approved with a 15% variance before having to be returned to committee for re-evaluation
- VII. Project proposers may be requested to present to the Collaborative E&E advisory committee when the project is being considered.

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- VIII. Meeting are to be held electronically at a time preferable to the committee, in person meetings may be held at the request of the chair when a majority of the members agree.
- IX. Committee decisions are intended to be taken collaboratively. In the event collaborative decision making is not clear, the Chair may elect to request a vote of the committee members.

4. Coordinator Role

- I. Provide ongoing project reporting to the COSBO co-chairs, Collaborative Advisory Committee and Executive Director
- II. Monitor Project Cost, Financial Reporting, milestones and benchmarks ensuring compliance approved project guidelines and budget;
- III. Liaison to appointed COSBO Collaborative E&E Advisory committee, project governance teams or oversight committees;
- IV. Provide leadership in helping establish benchmarking and results measurements;
- V. Research and identify project sponsors/champions, team members and resources required;
- VI. Ensure competitive pricing/value processes are used if engaging contractors including compliance to Broader Public Sector guideline compliance where required;
- VII. Deliver and support COSBO E&E Advisory Committee recommendations to COSBO Co- Chairs and Executive Director;
- VIII. Receive, review and make recommendations to COSBO Collaborative E&E Advisory Committee and Executive Director on project proposals/applications;
- IX. Ensure required resources are in place for the project teams to complete project within timelines and scope of work required;
- X. Trouble-shoots project barriers, schedule, costs project team and contractor communications;
- XI. Where required perform a communication role between COSBO Executive and Executive Director, project leads and sponsors, school boards and liaison with OECM and relevant provincial ministries;
- XII. Prepare COSBO communications and marketing plans for distribution to school board sector and interested parties regarding Project reports reviews and recommendations;
- XIII. Gather all information and documentation from project applicants and inform applicants of the Collaborative E&E Advisory committee/COSBO executive decisions
- XIV. Coordinate the present project applications to the committee

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- XV. Prepare and present Collaborative E&E committee reports to the COSBO executive for decision making
- XVI. Arrange for all meetings and required participation of the applicant(s)
- XVII. Provide COSBO exec with a list of members wishing to participate on the Advisory committee on an annual basis
- XVIII. Coordinate the preparation of Project Status Reports and present to Committee and COSBO Exec.
- XIX. Assist project applicants where required in accessing resources, research etc.
- XX. Prepare financial reports and process approved payment authorizations to OASBO for payment
- XXI. Monitor the progress of all projects and provide project support where necessary.

5. COSBO Executive Role

- I. At the COSBO Exec meeting following the Collaborative E&E Advisory Committee meeting receive the report of the E&E advisory committee and make final decision on the committee recommendations on all projects proposals.
- II. Committee decisions are intended to be taken collaboratively. In the event collaborative decision making is not clear, the Chair may elect to request a vote of the committee members.
- III. Establish a process for electronic approval of project where timelines do not meet the regularly scheduled meetings
- IV. Refer all requests for additional information, project modifications and or extensions back to the Collaborative E&E coordinator for committee review
- V. Annually approve the appointment of representative members to the Collaborative E&E advisory Committee
- VI. Receive the report of the Collaborative E&E coordinator on project progress.
- VII. Ensure project communication plan is met on a timely basis and monitor the results.
- VIII. Actively promote project applications, assist in project team lead and member participation

6. Role of OASBO

- I. As the legal corporate entity for COSBO, OASBO is required to be signatory to all legal agreements including vendor agreements, contracts and transfer payment agreements related to the Collaborative Effectiveness and Efficiency Program.
- II. COSBO/OASBO facilitates the payment of all approved project disbursements at the direction of the E&E Coordinator. In specific cases where it is advantageous to do so school board or organization project participants may take on the role of contracting with project vendors. In these cases project costs will be reimbursed to the school board/organization by OASBO from E&E funding at the direction of the E&E Coordinator .
- III. OASBO will maintain a set of accounts in its accounting system specific to the Revenues and Expenditures related to the Collaborative E&E Projects. Details of

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these accounts will be made available to the Collaborative E&E Coordinator on request.

- IV. As required, OASBO will prepare and submit requests for E&E expenditure reimbursements to the OECM per the MOU.