

*Revised: December 10, 2008*

## **Overview**

PHE Canada has four specialized Program Advisory Committee's (PAC) to represent PHE Canada's vision and mission – Quality Daily Physical Education, Quality School Health, and Quality School Intramural Recreation and Dance Education. PHE Canada's PACs are volunteer groups that provide advice, guidance, and recommendations to the PHE Canada Board of Directors on relevant matters relating to school age children. Advice from the PACs may be specifically sought by the Board of Directors, or the PACs may generate recommendations and positions to the Board of Directors for consideration.

## **Composition**

The Committee will consist of 5-6 members including a PHE Canada professional staff person as an ex officio member. Committee membership will consist of a:

1. **Chair** who will serve in that position for two years;
2. **Member-at-Large** who will serve in that position for one year, and then assume the position of Chair Elect who will serve in that position for one year concurrent to the Chair's last year of Term.
3. **Member-at-Large** who will serve in that position for two years (1-2 individuals);
4. **Board of Directors representative**; and
5. **PHE Canada professional staff member** (ex officio).

A person joining the PAC in the Chair Elect position will serve a total of four years: Member-at-Large, then Chair Elect, then Chair. A Member-at-Large serving two years may opt to become Chair Elect after the second year, extending his/her appointment to five years. The purpose of this strategy is to ensure continuity within the Committee.

The PAC will strive for balance in the representation of children and youth (e.g., elementary, secondary), sectors (e.g., education, health promotion, dance, recreation), area of expertise/professional role (e.g., school-based, administration), geographic location (representatives from all parts of Canada), and gender. Additional representation from other areas will be considered dependant on needs (e.g., parents, university and college professionals, researchers).

## **Appointment**

A call for PAC members will be made through PHE Canada's network (email, website, In Touch) as positions become available. To be eligible for appointment to the PAC, an individual must be a member of PHE Canada. The PHE Canada President appoints PAC based on selection from applications. In the event of a PAC member's resignation, the PHE Canada President shall appoint a replacement for the remainder of the original term. A Committee member may be removed at any time by a majority vote of the Board of Directors.

### **Communication and Authority**

The PAC will meet via two to three conference calls and two to three in-person meetings (subject to funding) per year. The PAC will strive to meet prior to Board of Directors meetings. The PAC will communicate with the Board of Directors via written reports as prepared by the Board of Directors representative. The Board of Directors representative on the PAC shall also present such reports to the PHE Canada Board of Directors, and will represent the PAC on specific issues or discussion areas.

### **Responsibilities of a PAC Member**

Members of a PAC will:

- Be a Member of PHE Canada.
- Provide advice, guidance, and recommendations to the Board of Directors and PHE Canada National Office on relevant matters related to school age children.
- Participate in two to three conference calls and two to three in-person meetings (subject to funding) per year.
- Review and respond to email requests in a timely fashion.
- Support the contribution of articles to PHE Canada's *PHE Journal* and *Teaching Tips Clipboards*.
- Contribute news and emerging topics of interest to PHE Canada's *In Touch* member's newsletter.
- Represent PHE Canada at special events and conferences upon request.
- Promote and participate (where applicable) in PHE Canada programs (e.g. RAP, National School Challenges, etc.)
- Promote and deliver PHE Canada's Future Leaders Program (Preservice workshops).
- Provide advice on resources, programs, and proposals upon request.
- Promote PHE Canada's online bookstore [www.excelway.ca](http://www.excelway.ca) (e.g. sharing of special promotions, use of the table top display, use of the traveling resource bins, promotion and support of bulk sale orders).

### **PHE Canada's Responsibilities to PAC Members**

PHE Canada's National Office and the Board of Directors will:

- Seek advice, guidance, and recommendations on those matters related to school age children.
- Act on or respond to the advice, guidance and recommendations provided.
- Coordinate the logistics of all conference calls and in-person meetings.
- Provide reimbursement (pre-approved) of all travel, accommodation and meal expenses with appropriate documentation and receipts as per PHE Canada's meetings and travel reimbursement policy.
- Provide reimbursement for substitute teaching costs (pre-approved) for an individual to attend PAC meetings where necessary, upon presentation of an appropriate invoice from the school board as per PHE Canada's meetings and travel reimbursement policy.
- Provide support and training for advocacy activities, media and government relations.
- Provide a letter of reference to the PAC member's employer, stating the value and purpose of involvement with PHE Canada. The letter will be sent to the stated supervisor once per year or upon request.