



## ***Education Committee***

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The development of core civil public works knowledge and skills is a critical component in building the capacity and sustainability of local government in Ontario. As such, the role of the Association of Ontario Road Supervisors (AORS) Education Committee is vital in ensuring that the training, educational, and professional development needs of its membership are being addressed. By continually enhancing and improving communication with our members and the Ontario public community we will establish a richer framework of collaboration, facilitation and interaction.

### ***MANDATE***

The mandate of the Association of Ontario Road Supervisors (AORS) Education Committee is:

#### ***a) Training, Education and Professional Development***

- to regularly identify, examine and review the training, educational, and professional development needs of Ontario local government/private sector public works employees, and, where possible, implement applicable programs
- to identify, on an annual basis, specific public works topics that can be addressed through seminars, workshops, discussion forums, conferences and internet (i.e. webinars) technology
- to provide feedback and support to partner organizations (e.g. Ontario Good Roads Association/OGRA; Ontario Public Works Association/OPWA) regarding existing municipal public works training and professional development programs (topics, structure, locations)
- to review and discuss changes taking place in Ontario municipal public works and identify potential training, educational, and professional development initiatives
- to promote and encourage public works training and professional development in Ontario municipalities, the private sector and amongst the AORS membership
- to identify resources needed to implement appropriate programs and undertake the necessary actions for their development
- to make recommendations to the AORS Board of Directors on matters pertaining to municipal training, education, and professional development and develop regular progress/update reports
- to provide for a Certification Subcommittee/Board which will:
  - o ensure a certain standard of knowledge and experience is achieved by practising members of the Association
  - o provide recognition to members who have achieved specific levels of CRS accreditation
  - o enhance public works practitioners' marketability throughout Ontario
  - o encourage improved expertise among public works (municipal/private sector) employees in Ontario

#### ***b) Annual Safety Truck Rodeo***

- to promote safety, courtesy and professional public works driving skills in a challenging Provincial competition
- to provide support, advice as necessary and requested to host Local Association
- to recognize formally (i.e. letters to individual/Municipal council; website; newsletter) all winners, participants and host Local Association organizers
- to provide appropriate awards and trophies (i.e. Driver of the Year Trophy)
- to encourage Local Association rodeo development and participation in the Provincial event
- to revise the Provincial Rodeo rules and related information as necessary



- to provide communications to the broader community and to the media regarding the Roadeo, participants and AORS in general

c) **Communication**

i. **Website**

- to coordinate, train and assign resources to routinely maintain the applicable 'user' dynamic content management components of the website and communicate other required revisions with private sector service provider
- to develop and maximize commerce (i.e. on line registration/payment) and communication potential of the site
- to develop, maintain and monitor website communication and interactive segments (forums, electronic newsletters, social media etc.) on a regular basis
- to make recommendations to the AORS Board of Directors regarding monetary resources required to develop and maintain website
- to promote and encourage use of the website to AORS membership and the Ontario public works community

ii. **Newsletter and Flyers**

- to provide members with an 'Advance' newsletter (electronic/hardcopy) containing current and relevant information 3 times/year including the following specific sections:
  - o President's message
  - o Local Association News
  - o BOD/AGM highlights
  - o Certification/Accreditation update
  - o Training 'Buzz'
  - o Upcoming Training
  - o Upcoming Public Works Events
  - o 'Road Stories'
- to develop and distribute regular e-flyers promoting education, training and professional development opportunities
- to solicit ideas regarding public works stories appropriate for additional investigation and publication

iii **General Communication**

- to implement communication strategies from current and future strategic plans, Local Association workshops or other standing committee and/or task group where feasible

**MEMBERSHIP and CHAIRPERSON**

Consideration will be given to having a broad cross-section of Local Association representatives/Directors on the Education Committee. The chair will appoint AORS staff, Training Coordinators, Support Services Coordinators as required and necessary. Partner Associations (e.g. OGRA) will be represented on the Committee as established in their respective agreements.

The chairperson is to be a member of the AORS Board of Directors appointed from the volunteer Committee for a two (2) year term.

**MEETING SCHEDULE**

Meetings will be held at least three/3 times a year (normally March, July, and November). Meeting dates for upcoming meetings will be determined at the conclusion of each Education Committee meeting. Meetings are to be held by tele-conference whenever possible.



## **COMPOSITION OF CERTIFICATION BOARD**

### ***Certification Board Membership***

Including three (3) AORS Directors the following organizations/individuals participate on the Certification Board.

- AORS - Three (3) members of BOD
- Member-at-Large
- Ontario Good Roads Association (OGRA) Representative
- Municipal Engineers Association (MEA) Representative
- AORS Executive Director, Chairperson (non-voting member)
- AORS Administrative Coordinator, Board Secretary

### ***SPECIFIC DUTIES OF CERTIFICATION BOARD***

- to review (4x/year) all eligible Certified Road Supervisor (CRS) applications
- to approve all accreditation and reclassification applicants (i.e. appropriate designation) and to formally communicate Board decisions to applicant
- to review curriculum from various educational institutions for content and appropriateness to the CRS designation
- to assist applicants to complete the application form and to guide accredited members further development in the program