

Terms of Reference

---

### Official Name

- Ontario Association of Developmental Services Workers Steering Committee

### Mandate

- The Ontario Association of Developmental Services Workers Steering Committee will work to enhance and promote the profession of directly supporting people with a developmental disability.

### Vision and Goals

We envision a time when those directly supporting people with a developmental disability are:

- Respected professionals
- Well educated
- Adequately compensated
- Provided with access to ongoing supports
- An essential element of an integrated professional network
- Practitioners of a prescribed standard of practice

### Purpose

- To gain sector support for professionalizing the DSW
- To examine self-regulation of the Developmental Services Worker (DSW) profession
- To secure funding for a feasibility study for legislative recognition
- To survey the sector to determine if there is support for establishment of professional Association
- To develop a conceptual model for a professional Association
- To look at related occupations and equivalencies
- To provide ongoing communication to people in the Developmental Services (DS) field about the committee's progress
- To plan and organize the Developmental Services Special Interest Group (DSSIG) Annual conference as part of the Ontario Association on Developmental Disabilities (OADD) annual conference. A member will represent the committee on OADD's Conference Planning Committee

### Jurisdiction

- The committee is under the jurisdiction of the Board of Directors of OADD.

Terms of Reference

---

### Resources and Budget

- The Committee will submit an annual draft budget to the Board of Directors of OADD for approval annually in November.
- The Committee will also seek additional funding i.e. grants and subsidies to support its initiatives.

### Members/ Composition

- Minimum of 8/ maximum of 20 members who work in the Ontario developmental services field. An effort will be made to represent various positions, geographical regions, union and non-unionized agencies as well as faith-based, francophone organizations and self-advocates.
- A representative from OADD will remain on the committee as this position is the liaison to OADD Board of Directors, conveying information and forwarding Committee recommendations.
- Membership will be reviewed annually in May and on an as needed basis if the number of representatives falls below 8.
- When there is a vacancy, the current members will decide on the best recruitment strategy to fill the vacancy. Several factors will be considered and the committee strive for cross representation of various positions, geographical regions throughout the province and various types of agencies e.g. francophone, faith-based, unionized and nonunionized, etc. Once the type of representation has been decided then the opening will be communicated throughout the province through the OADD and DSSIG email database.

### Roles/ Responsibilities

- Chairperson or two co-chairs: to chair all meetings, plan meeting agendas, liaise with subcommittees and ensure communication is carried out in a timely manner with Committee members.
- Secretary: record all meeting minutes and distribute to all members
- Additional subcommittees and roles will be developed as needed

### Term of Membership

- The term for a member will be 3 years.
- Committee members may be renewed for a second 3 year term. The maximum amount of time that a member may sit on the committee is 6 consecutive years.
- A member who has completed 6 consecutive years may reapply to be a committee member after an absence of 1 year.
- In the first term of the Committee, half the membership will end its term after 2 years, while the other half ends its term after 3 years. This schedule will be maintained to ensure knowledge transfer and consistency.

Terms of Reference

---

**Governance**

- The Committee will attempt to reach consensus on decisions and recommendations. If consensus cannot be reached, a vote will be taken and decided by majority rule. All decisions will be recorded in the minutes.

**Communications/ Meetings**

- The committee will meet a minimum of 6 times per year either in-person at a central location or via videoconference, or teleconference.
- Members who miss 3 meetings in a row will be required to leave the Committee. Exceptions may be considered due to extenuating circumstances i.e. illness.
- A quorum consists of half of the current members plus 1. A quorum is required to pass motions, including recommendations to the Board of OADD.
- Meeting minutes will be sent via email to all members once approved by the chairperson.
- Additional communications will be sent via email to all committee members.
- Any requests for feedback from members should be responded to within 48 hours unless otherwise stated.
- The OADD representative will report back to the Board of Directors of OADD.
- An annual report will be submitted to OADD and will be presented at the OADD annual meeting.

**Amendments**

- The Terms of Reference and all subsequent amendments will be approved by the OADD Board of Directors.

**Relationship to Other Groups**

- This committee is a sub-committee of OADD and DSSIG.