

TERMS OF REFERENCE

COMMITTEE NAME

FINANCIAL AND STATISTICAL DATA COMPARABILITY COMMITTEE

1. ROLE/PURPOSE

The mandate of this committee is to manage, support and promote activities related to the development and maintenance of statistical and financial indicators and data comparators.

2. RESPONSIBILITIES

- a. The primary responsibility of this committee is to oversee AWCBC's Key Statistical Measures (KSMs), including:
 - Generally overseeing the Key Statistical Measures (KSM) project
 - Approving KSM definitions
 - Recommending new KSMs for external publication or KSMs to be discontinued, as appropriate, based on (but not limited to) the following criteria:
 - Relevance
 - Comparability
 - Effort to produce
 - Ability to be produced by most jurisdictions

Note: When this committee recommends a new KSM:

- The new KSM (including data that will be published) is forwarded via email to Presidents/CEOs for feedback;
 - If a President/CEO has a concern he/she can discuss with his/her Committee Member or contact the Committee Chair or AWCBC; and
 - If no changes are required or no feedback is received within 2 weeks, the AWCBC will publish the new measure externally.
- b. The secondary responsibility of this committee is to investigate items of national financial importance, as required and/or as requested by AWCBC Executive Committee.

For more details of this committee's annual responsibilities and activities, see the Committee Work Plan.

3. MEMBERSHIP

Executive Sponsor

The Executive Sponsor is appointed by and is a member of AWCBC's Board of Directors.

The role of the Executive Sponsor is to:

- Provide leadership, support, guidance and advice
- Attend committee meetings as required
- Act as liaison between the committee and Executive Committee
- Review committee recommendations prior to presentation to Executive Committee
- Report on committee activities to the AWCBC Board of Directors
- Report on AWCBC Board of Directors' initiatives to the committee

Chair and Vice Chair

The Committee shall appoint a Chair and Vice-Chair whose terms are not to exceed 6 years.

The role of the Chair is to:

- Chair meetings, prepare the meeting agenda and minutes
- Coordinate the development and maintenance of an annual work plan with committee members
- Present the annual work plan to Executive Committee at the AWCBC All Committees Meeting
- Prepare reports and/or recommendations as required
- Provide orientation for new members
- Act as liaison with other AWCBC Committee Chairs/Committees
- Work with the AWCBC Executive Director to align with ongoing initiatives and support the cross-pollination of work between committees as appropriate

The role of the Vice Chair is to provide support to the Chair and assume the Chair's responsibilities as required during absences etc.

Committee Member

The Chief Financial Officer (CFO) of each Board/Commission is generally a Committee Member, but each jurisdiction determines the best representative(s) for this committee.

The role of Committee Members is to:

- Review and contribute to agenda materials and when appropriate communicate a position on behalf of his/her jurisdiction
- Complete committee work assignments and participate in subcommittee work as requested
- Arrange for designate to attend meetings in his/her absence
- Bring subject matter knowledge to committee discussions
- Respond to requests for information/data (or assign a delegate from his/her jurisdiction to respond to these requests). Examples include:
 - approving KSMs for external publication (or delegating someone else from his/her jurisdiction for this purpose)
 - assigning KSM Submitters to be a part of the Working Group, see below
 - assigning someone from his/her jurisdiction to be on the Quality Assurance Group, as required, see below

Supporting Groups

KSM Working Group (WG)

- Working Group Chair(s):
 - Coordinate new KSM developments and other new initiatives
 - Report recommendations to committee on new and existing KSMs and/or KSMs to be discontinued, draft definitions and highlight issues of data comparability
 - Monitor ongoing opportunities for enhanced comparability
 - Provide guidance and assistance to jurisdictional WG members on issues related to KSMs
 - Provide guidance to Committee Members as requested on issues related to KSMs
 - Request information from jurisdictional WG members as required
 - In conjunction with AWCBC resources, coordinate review of KSMs every 5 years (or earlier if appropriate), with objective of optimizing current list of KSMs.
- Jurisdictional WG members:
 - Submit annual KSM data
 - Provide ad hoc data as required

Quality Assurance Group (QAG)

- Perform quality and consistency controls on KSMs ensuring jurisdictions submit KSMs according to agreed-upon Definitions.

Ad hoc Subcommittees

- This committee may strike a subcommittee as required/appropriate.

4. MEETINGS

AWCBC Annual All Committees Meeting

All formal AWCBC Committees meet annually each spring as part of AWCBC's All Committees Meeting, including this committee.

Other Meetings

Provided there are agenda items to warrant an in-person meeting, this committee may meet more than once a year.

5. RESOURCES

An employee of AWCBC is assigned to this committee to facilitate committee activities as required and to coordinate the submission and publication of Key Statistical Measures.

6. REPORTING

At the AWCBC Annual All Committees Meeting, the Chair and Executive Sponsor report to Executive Committee. The purpose of this report out is to:

- Present/review all committee reports/work plans
- Identify emerging issues
- Identify opportunities for cross committee collaboration
- Identify and coordinate any "cross-over" issues that may overlap amongst committees
- Identify potential topics for Learning Symposium or Congress
- Identify any potential financial/budget considerations

Committees are also requested to update the status of work plan items in the fall each year.

7. REVIEW OF TERMS OF REFERENCE

Review of the Terms of Reference is to be an annual standing item on this committee's agenda at the AWCBC Annual All Committees Meeting.