



Connecting members, advancing knowledge Relier les membres, développer les connaissances

AWCBC Compensation and Benefits Committee

Terms of Reference

Document Version:

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Sept 2017	Sept 2017	Jan 2018

COMMITTEE NAME

COMPENSATION AND BENEFITS COMMITTEE

1. ROLE/PURPOSE

The mandate of this committee is to work collaboratively to share experiences, identify and improve claim-related outcomes and identify and action opportunities around operational, research and policy development initiatives.

2. RESPONSIBILITIES

a. The primary responsibility of this committee is to:

- Share jurisdictional experience and knowledge.
- Identify emerging issues that are deemed high priority for consideration of planning.
- To identify, plan and carry out specific projects for the benefit of the committee members and their respective jurisdiction.
- Cross Jurisdictional committee collaboration and partner when necessary.
- Provide feedback to AWCBC Executive when required or requested.
- Present work plan updates in the spring/fall of each year.

b. The secondary responsibility of this committee is to:

- To form a strong national networking system
- Deciding where the work of other jurisdictions might be helpful
- Identify potential topics for Learning Symposium or Congress.

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 Chair and Co-Chair's terms are for 2 years. After 2 years the Chair will step down and the Co-Chair will assume the Chair's duties for a 2 year term. The Committee will then appoint a new Co-Chair.

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 along with the Vice-Chair, 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's Chief Executive Officer to align with ongoing initiatives and support the cross-pollination of work between committees as appropriate
- Coordinate teleconference meetings as required

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

Each jurisdiction determines the best representative for the 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).
- Arrange for the venue and assist with planning when the fall meeting is being held in that committee member's jurisdiction.

Supporting Groups

Ad hoc Subcommittees

- This committee may strike a subcommittee as required/appropriate for emerging issues, ie. , migrant workers, opioids.

4. MEETINGS

AWCBC Annual All Committees Meeting

All formal AWCBC Committees (including this committee) meet annually each spring as part of AWCBC's All Committees Meeting. (1 ½ days)

Fall Meetings

This committee will also meet in the fall at a venue sponsored by one of the jurisdictions (preferably at the jurisdiction's office). The length of the meeting will be 2 ½ days. Best efforts will be made well in advance to host the meetings based on an east to west rotation.

5. RESOURCES

An employee of AWCBC is assigned to this committee to facilitate committee activities as required.

6. REPORTING

At the AWCBC Annual All Committees Meeting, the Chair and Vice-Chair 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

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.