

October 1, 2021

Approved by the President

Terms of Reference – CDC Liaison Committee

The CDC Liaison Committee (“Committee”) supports the Secretary General and the Vice President for University Community, Child & Youth Services (VPUCS) based upon the advice of the CDC Oversight Committee.

Role of the Committee:

- Advises VPUCS on forecasting appropriate budget to sustain CDC operations.
- Ensures compliance with applicable laws regulations.
- Develops appropriate communication with the Parent Teacher Council.

Membership:

- Executive-in-Charge (Chair, Secretary General) 1
- Chair and Deputy Chair of the CDC Oversight Committee 2
- Financial Advisor from Division for Financial Management 1
- Vice President for University Community, Child & Youth Services (Executive Secretary) 1
- CDC Director 1
- Parent chosen by the Parent Teacher Council 2

Term:

- Membership is recommended by the Executive-in-Charge and approved by the President for a term of 2 years.

Meeting Schedule:

- The Committee will meet as needed.

Secretariat:

- The VPUCS will serve as the Executive Secretary. The University Community, Child & Youth Services Division will support administrative duties.
- Agendas and relevant materials will be circulated before the meetings, and meeting minutes will be prepared and circulated for review by the Committee.