

OASIS

Business Resource Committee

Terms of Reference

Objectives:

On behalf of OASIS, this committee will:

- Focus attention on business issues that will assist member agencies make informed decisions
- Provide a consistent voice to Ministry to effect efficient and consistent change through better business policies and practices
- To elevate the recognition of business practices within the sector

Primary Area of Focus:

Agency Networking and Information sharing:

- Recruit and develop a resource for business practices and policy development
- Develop a comprehensive report related to business issues which agencies face with internal and external funders
- Act as a resource for agencies
- Develop collective strategies regarding management of cost pressures
- Provide a proactive means to develop discussion papers and recommendations on current topics

Ministry Networking and Information Sharing:

- Consult with Ministry regarding interpretation of Ministry initiatives, policy and/or directives
- Provide background financial data and recommendations for advocacy to government and non-government groups especially regarding fairness and equity (i.e. pay equity government policy adherence, government guidelines)
- Develop strategies and tools in cooperation with the government ministries and share same with member agencies.

Composition of Committee:

- A. A maximum of 10 members from OASIS member agencies.
- B. A minimum of 1 to a maximum of 2 members representing each of the 5 MCSS Regions.
- C. A minimum of 1 to a maximum of 2 members at large representing agencies that span 2 or more regions
- D. A member from the OASIS Board to attend as approved and recommended by the Board

Frequency of meetings:

- At least twice per year
- A quorum will consist of 50% + 1 of filled positions
- Expenditure reimbursement as per OASIS policy

Accountability:

The Business Resource Committee is created by OASIS to enhance networking and information sharing amongst the member agencies. Once notes are approved as accurate by the Committee, they are to be distributed to OASIS Board for review and approval. Actions and decisions of the Business Resource Committee are subject to approval by the OASIS Board.

The Business Resource Committee will submit to the OASIS Board, by the end of March of each year, an annual report for the preceding year, along with a work plan for the upcoming year for their approval. The chair of the Business Resource Committee will present the annual report and the proposed work plan to the OASIS Board if requested.