

## PIAC Working Group REPORT

<b>Working Group</b>	<b>Membership</b>
<b>Date</b>	<b>May 15, 2017</b>
Description/Objective	Track and monitor PIAC’s membership and ensure representation of all wards.
Update	<ul style="list-style-type: none"> <li>• Presentation of the summary of results and insights from <b>PIAC Internal Member Survey</b> at the PIAC Strategic Planning Meeting on May 13, 2017 by <b>Trevor Burnett</b> (Ward 3 Rep).</li> <li>• Continue working with the <b>By-Laws Working Group</b> to determine recommendations to be included in the <b>Guidelines and Best Practices for Working Groups</b>.</li> </ul>
Motion(s)	<p>As a result of ongoing discussion regarding PIAC Working Group structure within the Membership Working Group throughout the school year <u>and</u> subsequent group discussion at the Strategic Planning Meeting on May 13, 2017, the following motions are proposed for consideration:</p> <p><b>(1) To incorporate the Pools Working Group into the Consultations Working Group, effective immediately.</b></p> <p><u>Rationale:</u></p> <ul style="list-style-type: none"> <li>• Pools Working Group constitutes a specific type of consultation.</li> <li>• Consultations Working Group is mandated to manage and advise PIAC's efforts across various types of consultations.</li> <li>• It is more effective for PIAC to have fewer Working Groups (with more active members).</li> </ul> <p><b>(2) To combine the SC411 Working Group, the Outreach Working Group, and the Communications Working Group and rename the new Working Group as the “Communications &amp; Outreach Working Group”, effective June 30, 2017.</b></p> <p><u>Rationale:</u></p> <ul style="list-style-type: none"> <li>• New PIAC members and/or School Councils do not intuitively understand the goals and objectives of the Working Group named “SC411”.</li> <li>• The Scope of Work for the SC411 Working Group, the Outreach Working Group and the Communications Working Group overlaps and is co-dependent.</li> <li>• It is more effective for PIAC to have fewer Working Groups (with more active members).</li> <li>• PIAC would like to have more consistent messaging and branding.</li> </ul>

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Question(s)	<p>Working Groups are where the actual “work” of PIAC takes place. In order to gain more clarity in defining PIAC Working Group structure (mandate, membership, leadership, and communication), please consider the following questions:</p> <ul style="list-style-type: none"> <li>• What is the <b>focus</b> of the Working Group? Which goals, objectives, and initiatives from Work Plan form the Scope of Work for the Working Group?</li> <li>• How are Working Group <b>members</b> identified? How (and when) do members sign-up for Working Groups? How do members leave a Working Group? What are the roles and responsibilities of members in a Working Group?</li> <li>• Who can <b>lead</b> a Working Group? How is the Working Group Lead selected? What are the duties of the Working Group Lead?</li> <li>• What are some best practises for internal Working Group <b>communication</b>? How are meeting times and locations determined? How often and in what format should a Working Group report on activities to PIAC?</li> </ul>
Next Steps and Action items	<ul style="list-style-type: none"> <li>• <b>Next Membership Working Group meeting:</b> TBD.</li> <li>• Continue working on <b>ongoing initiatives</b> from the Membership Working Group Scope of Work.</li> <li>• Develop <b>PIAC Guidelines &amp; Best Practices: Working Groups.</b></li> </ul>
Co-lead(s)	<b>Nazerah</b> Shaikh (Ward 13 Rep) <a href="mailto:ward13.piac@gmail.com">ward13.piac@gmail.com</a>
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