Alberta Rural Connectivity Coalition Planning Committee Terms of Reference

Committee type

Steering – The Planning Committee will act as the organizing body for ARCC's external-facing initiatives, including the yearly Alberta Rural Connectivity Forum and other programs and projects in order to advance ARCC's mandate and mission statement.

Purpose

- To oversee the planning and execution of the annual Alberta Rural Connectivity Forum (ARCF) including providing direction and assistance to the event planner/administrator with respect to:
  - Speakers and subject matter selection
  - Date and venue selection
  - Catering and special event organizing
- To assist in the organization of ARCC projects such as ad hoc informational sessions, webinars, etc.
- To provide guidance and direction to advance ARCC's mandate through in-person and virtual events
- To work collaboratively with ARCC's Policy Committee to provide input and guidance on issues relevant to advancing ARCC's mandate
- To oversee development of ARCC's annual strategic plan
- To ensure that ARCC is proactive in engaging Albertans about the digital divide and digital inclusion
- To provide guidance to the ARCC Policy Committee on advocacy efforts

Deliverables

- Successful execution of the yearly ARCF event
- Development of ARCC's annual strategic plan
- Planning and execution of ad hoc informational events as needed
- The development of plans and strategies to advance ARCC's mandate
- Building a collaborative environment for ARCC, its members and relevant stakeholders to share experiences with the digital divide in Alberta and discuss solutions
- Meaningful contribution to ARCC's long-term policy and advocacy efforts

Membership

The ARCC Planning Committee is composed of 5-10 self-nominated individuals with a direct stake or interest in rural broadband deployment in Alberta's rural, remote, and Indigenous (First Nations and Metis) communities; and/or who support and adhere to ARCC's mandate and mission statement. Admittance as a Planning Committee member will be incumbent on a majority vote of existing committee members. Planning committee members will work collaboratively with each other and ARCC's Policy Committee to advance ARCC's mandate and mission statement.

ARCC Planning Committee members will have some understanding or direct experience with issues relevant to rural, remote, and First Nations and Metis broadband deployment in Alberta or Canada. Members will draw on this expertise to develop and execute external-facing ARCC initiatives, including events, programs, and initiatives. Following the completion of ARCF and other initiatives, the planning committee will seek to evaluate completed deliverables and identify areas for improvement and future initiatives.

Authority & Meetings

The ARCC Planning Committee will meet virtually on a monthly basis for a duration of one hour. The Planning Committee may decide to organize additional meetings when necessary.

Responsibility for scheduling, notetaking and disseminating relevant materials will fall to the Planning Committee Secretary who will be selected from among those policy committee members who volunteer for the role. The Secretary will be responsible for:

- Determining the date and time of meetings
- Providing a meeting agenda prior to each meeting
- Disseminating minutes taken at each meeting

Responsibility for facilitating Planning Committee meetings will fall to the Planning Committee Chair, who will be selected from among those policy committee members who volunteer for the role. The Chair will be responsible for:
- Calling meetings to order
- Facilitating meetings such that they are timely, efficient
- Ensuring each committee member has the opportunity to provide their input

Wherever possible, Planning Committee decisions will be made through an informal, consensus-based model. When a formal decision is required, as determined by the Committee Chair or by a motion, the decision will be subject to a majority vote of committee members.

Planning Committee members and the Planning Committee Chair will seek to track and disseminate the following materials to each other, the Policy Committee, and external stakeholders when necessary:
- Outstanding items and tasks
- The deadlines of deliverables and who they are delegated to
- Updates on tasks
- Formal reports on the outcomes of ARCC initiatives, including ARCF, and areas for improvement