



Algoma District Services Administration Board
Conseil d'administration des services du district d'Algoma

TERMS OF REFERENCE – FRENCH LANGUAGE SERVICES

MEMBERSHIP:

- Two or Three Board Members, one of whom shall be the Chairperson
- Manager of Coordinated Client and Program Services : non -voting
- Such other persons as the Board deems appropriate i.e.: the Chief Administrative Officer and/or other staff (staff are non-voting members)

FREQUENCY OF MEETINGS:

Two to three times a year

ROLE OF THE COMMITTEE:

1. review the current Algoma District Services Administration Board French Language Services plan summary;
2. assess whether changes of adjustments should be made based on previous years need;
3. ensure the Algoma District Services Administration Board plan is being followed with staff hiring

Policies for meeting the French Language Services requirements

1. inquire about hiring practices;
2. ensure testing is done in a fair and objective manner

Duty to Report

1. Prepare a report to the Board discussing the actions it has taken and the assistance the Committee has had in fulfilling its duties.
2. Prepare a report to Board/Members describing the FLS Committee activities during the past reporting period.
3. Recommend changes as the committee deems required.