

**Experience Requirements Committee (ERC)
ERC Sub-Committee (ERCSC) Terms of Reference**

Issue Date: December 18, 2015
Approved by: Council

Review Date: March 2, 2018
Review by: Manager, Licensure

Key Duties and Responsibilities	<p>1. Assist and advise the ERC in completing its work. 2. Carry out and report on specific tasks assigned by the ERC. Note: The ERCSC annual budget will be part of the ERC budget.</p>
Success Measurements of Key Duties and Responsibilities	<p>Timely completion of the tasks assigned by the ERC. Recommendations on means for improving performance and best practice within all aspects of the ERC's Scope.</p>
Type of Committee	Advisory and operational
Responsible Authority	ERC
ERCSC Meetings	<p>As and when necessary between regularly scheduled ERC Business meetings to:</p> <ul style="list-style-type: none"> (a) Work on specific tasks assigned by the ERC; (b) Conduct Committee business, including actions delegated by the full Committee; (c) Review and comment on activities of Working Groups (WGs) constituted by the ERC for specific tasks; (d) Review and comment on draft documents relevant to the ERC mandate; (e) Evaluate and recommend opportunities for improving ERC operations; (f) Identify, review and advise on matters of interest to the ERC.
Constituency and Qualifications	<p>The ERCSC shall consist of a maximum of ten (10) ERC Members, including the ERC Chair, the ERC Vice-Chair, the ERC Immediate Past-Chair and up-to seven (7) ERC Members-at-large, representing a diversity of gender and disciplines, who have expressed interest and willingness to serve in the ERCSC.</p> <p>To ensure continuity, three (3) of the ERCSC Members-at-large will be appointed for 3-year terms and four (4) will be appointed for a 2-year terms.</p> <p>The current ERC Chair and Vice-Chair shall respectively serve as ERCSC Chair and Vice-Chair.</p> <p>If the ERC Immediate Past-Chair is not available, the following priority is to be used for this position: (a) Immediate Past Vice-Chair; (b) a Past Chair from a previous period; or (c) a Past Vice-Chair from a previous period.</p> <p>Membership in the ERCSC shall be limited to a maximum of ten (10) years. Non-ERCSC members can be invited, as required, to ERCSC meetings for their participation on specific agenda items.</p>
Reporting Requirements	<p>The ERC Chair or a designated ERCSC member will report on Sub-Committee activities and status of assigned tasks as a standing agenda item in ERC Business Meetings.</p>

	For specific tasks and WGs, the member leading the task / WG will present results and recommendations to the ERC.
Committee Advisor	Manager, Licensure
Staff Support	Licensing Representative