

Nova Scotia Child Care Association

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Halifax, NS B3S 1A7



Committee Guidelines

Purpose of NSCCA Committees:

The Nova Scotia Child Care Association (NSCCA) uses committees to accomplish its goals and involve its membership in establishing the direction of NSCCA.

Who can be a committee member?

Membership participation is crucial to the quality of work accomplished by the committee and the organization. NSCCA seeks out members who have an interest and/or expertise in the committee's focus.

NSCCA Committees:

NSCCA has three standing committees related to its objectives:

- Ethics Committee- To educate and facilitate the ethical practice of its members
- Membership and Standards Committee- To educate and facilitate the use of standards of practice in its members
- Advocacy Committee- To advocate and support its members in their provision of quality child care

In addition to these committees, NSCCA also has a Board of Directors with the responsibility to govern and manage the organization as well as work toward professional recognition of its members.

Committee Responsibilities:

Committee general responsibilities:

- focus on the object of NSCCA that the committee is responsible for
- consider current issues, trends, research relative to the committee's work
- consult with the general membership regarding the committee's work
- make recommendations regarding the direction of NSCCA relative to the objective
- record and document meetings and recommendations
- develop an annual committee work plan with achievable outcomes
- report to the board and membership

Committee professional development responsibilities:

- reflect upon their work and translate it into professional development goals for the membership
- stimulate professional development activities relative to the committee's focus

Committee communication responsibilities:

- Communicate their focus in newsletter articles, conference sessions and presentations to interested groups.
- Revise messages to communications plan relevant to committee's focus
- Develop communications plan relevant to committee's focus, recommendations for events, etc.

If you are interested in joining a committee contact the NSCCA Board of Directors. Please give you name, contact numbers, and email address and a Board member will contact you.

