



Steering Committee Terms of Reference

1. Purpose

To act as forum for the provincial literacy project partners to provide oversight, guidance, and input on all aspects of the project and facilitate communication, problem solving and information sharing amongst the provincial project partners.

2. Functions

The functions of the Steering Committee include:

- Providing advice and support to ensure that the project is delivered according to the objectives, scope, time, quality and cost in accordance with the ESDC Agreement.
- Receiving and reviewing project documents/reports and providing feedback to the Project Manager as required.
- Providing advice and support for resolution of issues that may emerge as the project progresses.
- Facilitating communication and acting as a forum to communicate project information back to key stakeholders within or relevant to their own organization.

3. Composition

The following parties will be represented on the Steering Committee:

Dianne Leger	Project Manager
Lynda Home	Executive Director, Literacy Coalition of New Brunswick
Jayne Hunter	Executive Director, Literacy Nova Scotia
Jinny Greaves	Executive Director, PEI Literacy Alliance
Margie Lewis	Executive Director, Newfoundland and Labrador Laubach Literacy Council

Ex-officio members will include the Project Coordinator and LES Facilitators from each partner organization (when required to participate).

4. *Meetings and Reporting*

The Project Manager will chair the Steering Committee. Meetings will be held monthly or at the call of the chair. A combination of face-to-face and teleconference meetings will be used. The minutes and record of decisions will be recorded and distributed to all members in a timely fashion.