

**Terms of Reference**  
**Canadian Forces (CF) Family Education Advisory Committee**  
**Director Military Family Services (DMFS)**

**Overview of the Project**

**Background**

1. The Canadian Forces (CF) Family Services Summit held May 2008 marked the beginning of working together with military and community leaders, service providers and CF family members to enhance the Military Family Services Program (MFSP).
2. Participants at the CF Family Services Summit tabled a series of recommendations to Chief Military Personnel to evolve the MFSP. CF Family Education constituted one of the key areas in which recommendations were provided.
3. With the closing of CF schools, specific for CF families on most Bases/Wings, many CF families are faced with the challenge of finding suitable education opportunities for their children.
4. In elementary and secondary education these challenges may include, and are not limited to:
  - a. educational system support/appreciation for children experiencing family separations;
  - b. finding schools for children in the non-predominant language of the community;
  - c. supports for children with special needs within the provincial education system; and
  - d. continuity of education when a family is re-located out of country.
5. In post secondary/adult education these challenges may include, and are not limited to:
  - a. continuity of educational pursuits during family relocations (i.e. unable to maintain an education plan for extended periods of time);
  - b. difficulty finding educational opportunities in home community;
  - c. lack of opportunities in area of interest; and
  - d. finding educational opportunities within the community in the language of choice.

## **CF Family Education Advisory Committee**

6. The CF Family Education Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the transitory military lifestyle on the education of military family members. The committee will provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development in the area of education of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

### **Mandate**

7. The Committee is established to determine appropriate policy and program development in the area of CF Family Education.

### **Objectives**

8. The objectives of the CF Family Education Advisory Committee is to:
- a. review and validate existing CF family education research and recommendations, using historical literature and activities to scope the formulation of way-ahead policy and program recommendations;
  - b. review recommendations provided to CMP on the 26 May 08 at the CF Family Services Summit pertaining to CF family education;
  - c. formulate and prioritize recommendations in terms of policy and program development for the remainder of FY 08/09 and roll out in FY 09/10; and
  - d. identify appropriate partners and recommend DND / CF / Government of Canada / civilian alliances to advance / implement the policy and program recommendations.

### **Length of Term/Frequency of Advisory Committee Meetings**

9. The CF Family Education Advisory Committee will remain in effect from 1 Sep 08 to 30 Sep 09, unless otherwise approved by DMFS.

10. The Advisory Committee will participate in one face-to-face meeting at outset of this initiative with potential for additional similar meetings as resources permit. Optimal use of teleconferencing and email will be employed whenever necessary. Due to timelines, some source materials may be provided in the language of original publication.

## **Advisory Committee Composition**

11. The Advisory Committee will be composed of:
  - a. Chairperson: DMFS Senior Manager;
  - b. Committee Project Manager (ex-officio): DMFS Project Manager Employment and Education; and
  - c. Membership: a maximum of 12 additional members (with a representative mix of land, air and sea environments, as well as, an urban/rural/size distribution) from the following groups:
    - C/MFRC Executive Directors/Directors;
    - Board / Advisory Committee members from C/MFRCs;
    - L1 representatives;
    - CF family members;
    - CF community leaders;
    - DCBA representatives;
    - DMPORA representatives;
    - DTEP representatives; and
    - DMFS staff.
  
12. Application for Committee membership will be accepted as per the submission guidelines / requirements outlined on the DMFS website at [www.cfpsa.com](http://www.cfpsa.com).

## **Role of Advisory Committee Membership**

13. The Advisory Committee Chairperson will:
  - a. serve as Chair during Advisory Committee meetings;
  - b. provide advice and guidance regarding existing Parameters for Practice policy;
  - c. arrange for Subject Matter Experts to advise Committee members; and
  - d. keep DMFS apprised of Advisory Committee progress.
  
14. The Committee Project Manager will:
  - a. coordinate meetings and prepare agenda;
  - b. coordinate meeting logistics;
  - c. monitor Advisory Committee progress and brief Chairperson; and
  - d. provide and distribute background documentation on subject matter.

15. The Advisory Committee members will:
  - a. provide advice to the Chairperson based on each individual Advisory Committee member's knowledge, background and expertise;
  - b. provide recommendations to the Chairperson regarding the priority of policy and program development;
  - c. share expertise, knowledge and pertinent resources with other Advisory Committee members in order achieve optimal results; and
  - d. review and comment on all drafts or work in progress, as requested by the Chairperson.