

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

Overview of the Project

Background

1. The 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 Employment constituted one of the key areas in which recommendations were provided.
3. The intrinsic nature of military life demands mobility as an essential operations requirement of CF members. As a result, many families experience frequent relocations, which impede their ability to obtain employment and sustain normal progression within the paid labour force. Work promotion, employee benefits packages and employee pensions may all be sacrificed by military family members. This may carry a financial penalty for family members and prevent family members from engaging in educational/ training courses of any significant length.
4. Further challenges faced by CF family members when transitioning their career within the context of the military lifestyle include (a) portability of professional credentials from province to province; (b) continuity of career progression, including professional development, training, advancements; (c) challenges securing family support requirements (i.e. child care, elder care, etc.) impeding career/employment opportunities; (d) lack of ability to re-establish/transport “self-employment businesses; and (e) interruptions in pension and benefit growth.

CF Family Employment Advisory Committee

5. This CF Family Employment 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 employment 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 employment of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

Mandate

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

Objective

7. The objective of the CF Family Employment Advisory Committee is to:
- a. review and validate existing CF family employment 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 employment;
 - 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

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

9. 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

10. 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:

- i. C/MFRC Executive Directors/Directors;
- ii. Board/Advisory Committee members from C/MFRCs;
- iii. L1 representatives;
- iv. CF family members;
- v. CF community leaders;
- vi. ADM (HR-Civ); and
- vii. DMFS staff.

11. Application for Committee membership will be accepted as per the submission guidelines / requirements outlined on the DMFS website at www.cfpsa.com.

Role of Advisory Committee Membership

12. 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;
- d. keep DMFS apprised of Advisory Committee progress.

13. The Committee Project Manager will:

- a. coordinate meetings and prepare agenda;
- b. coordinate meeting logistics;
- c. monitor Advisory Committee progress and brief Chairperson;
- d. provide and distribute background documentation on subject matter; and
- e. communicate with the Working Group results of the Advisory Committee, and vice versa.

14. 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 development of policy and programs;
- c. guide and inform the Working Group through the Chairperson;

- d. share expertise, knowledge and pertinent resources with other Advisory Committee members in order achieve optimal results; and
- e. review and comment on all drafts or work in progress as requested by the Chairperson or, when so approved by the Chairperson, as requested by the Advisory Committee.