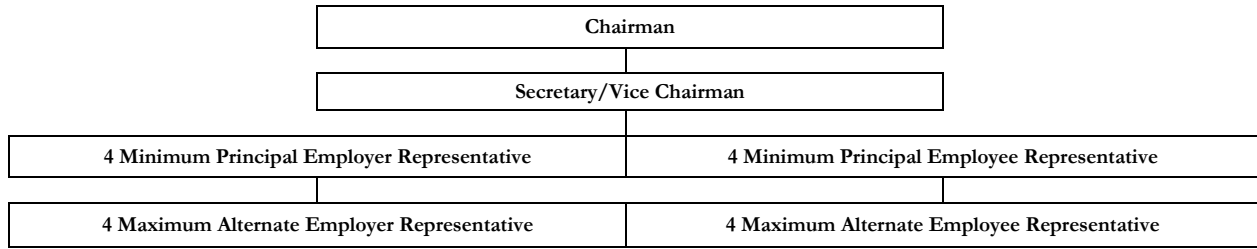


Area 1 Limited Energy Joint Apprenticeship Training Committee Structure MA1099

The following is a guide to structure the apprenticeship Limited Energy committee.



Structure

The Committee is created to support activities that require continual involvement with the apprenticeship program by all members. The committee which includes an equal number of principle/alternate employers and principle/alternate employee representatives is called a “joint apprenticeship training committee” or (JATC). The committee sets the policies, develops curriculum, supervises the apprenticeship program and certifies apprentices at the journey-level upon completion of the program.

Principal/Alternate Employers: has the ability to hire or fire apprentices registered in the apprenticeship program.

Principal/Alternate Employees: doesn’t have the ability to hire or fire apprentices registered in the apprenticeship program.

Roles and Expectations

Chair: The Chair is responsible for guiding the Committee includes communicating with Council and administrator, leading committee meetings, encouraging participation of all members.

Secretary/Vice Chair: is responsible for backing up the Chairman when unavailable to attend meeting.

Committee Members: Committee members represent the Limited Energy program. Committee members are expected to work with the administrator to advice on the programs policies, standards, agendas, discussion issues, disciplinary actions, re-rates, affirmative action, annual meetings, compliance reviews and other recommendations to improve the program.

Duration

Committee Members: shall serve a minimum of 1 year (January – December)

Chair-Elect Process

Recommendations for chair-elect are sought from the Committee members. A chair-elect is appointed by Committee at its November meeting and serves as chair-elect for more than two years prior to assuming the position of Chair.

Term of Service

Chair: 2 year, renewable upon committee votes (*min. requirement 2 year as a member*)

Secretary/Vice Chair: 1 year, renewable upon committee votes (*min. requirement 2 year as a member*)

Committee Members: determined by all committee members

Withdraw/Termination

Withdraw: if no longer interested formally withdraw from the Limited Energy Committee allowing 60 day’s to find a replacement.

Termination: if committee members participation levels cannot be upheld or more than 3 consecutive meetings have been missed could result in removal from the committee without notice.

Meetings

Committee meets a minimum of 6 times a year.