

Employer Advisory Group (EAG) Terms of Reference

Purpose

The purpose of the Employer Advisory Group (EAG) is to provide guidance, expertise, and strategic input to the Immigrant Employment Council of BC (IEC-BC) in effectively communicating with employers and engaging them in initiatives related to attracting, hiring, and retaining qualified immigrant talent. The EAG will contribute to the development and implementation of communication strategies, tools, and resources that assist employers in successfully integrating skilled newcomers into the BC labor force.

Membership

2.1 Composition:

- a. The EAG shall consist of diverse representation from BC employers who have demonstrated commitment and success in employing immigrant talent.
- b. The EAG should strive for diversity and inclusivity in its composition, considering factors such as industry representation, organizational size, geographic location, and demographic diversity.
- c. The number of members in the EAG may vary but should be of a size that allows for meaningful discussion and engagement.

2.2 Appointment:

- a. Members of the EAG shall be appointed by the IEC-BC, based on their expertise, experience, and commitment to promoting immigrant employment.
- b. The appointment of EAG members shall be for a specified term, typically two to three years, with the possibility of renewal.

2.3 Chairperson:

The EAG shall have a Chairperson who will be selected by the IEC-BC in consultation with the EAG members.

- b. The Chairperson's role is to chair meetings and provide leadership in discussions. IEC-BC will lead the coordination and communication efforts with EAG members, in consultation with the Chairperson when needed.
- d. IEC-BC will be responsible to set meeting agendas and provide guidance on the EAG strategic direction in consultation with the EAG Chairperson.

e. The Chairperson may act as a spokesperson for the EAG in communication with the IEC-BC and external stakeholders when needed.

f. The Chairperson ensures equal participation and contribution from all EAG members.

EAG Member Roles and Responsibilities

a. Provide advice and recommendations to the IEC-BC on strategies, programs, and initiatives aimed at enhancing immigrant employment in BC.

b. Share insights, best practices, and lessons learned from their organizations' experiences in attracting, hiring, and retaining immigrant talent.

c. Participate actively in meetings and discussions, offering constructive feedback and engaging in collaborative decision-making processes.

d. Collaborate with the IEC-BC and other EAG members to develop and refine resources, tools, and practices that support employers in integrating skilled newcomers into the workforce.

e. Act as ambassadors for the IEC-BC, promoting its mission and initiatives within their respective networks and industries.

f. Provide input on the development of policies and programs that address the specific needs and challenges faced by BC employers in immigrant employment.

g. Stay informed about current trends, research, and policy developments related to immigrant employment and share relevant information with the EAG and the IEC-BC.

Meetings

a. The EAG shall meet three to four times a year or as determined by the IEC-BC, to discuss relevant topics, progress, and initiatives.

b. Meetings may be conducted in person, via teleconference, or through other suitable virtual platforms.

c. The IEC-BC shall provide an agenda and any supporting materials prior to each meeting.

d. EAG members are expected to actively participate in meetings and come prepared to contribute to the discussions.

Confidentiality

a. EAG members shall maintain strict confidentiality regarding any sensitive or proprietary information shared during meetings or in any other communication with the IEC-BC.

b. Members shall respect the privacy and confidentiality of fellow EAG members and refrain from disclosing or discussing sensitive information without proper authorization.

Review and Amendment

These Terms of Reference shall be reviewed periodically by the IEC-BC and the EAG to ensure their effectiveness and relevance. Amendments to these terms may be proposed and approved by the IEC-BC in consultation with the EAG members.

Dissolution

The EAG may be dissolved by the IEC-BC if it is deemed necessary, in consultation with the EAG members. In such cases, appropriate notice shall be provided to EAG members, and any ongoing commitments or initiatives shall be appropriately concluded or transferred.