

EFFECTIVE DATE: October 1, 2011

REVISED: September 27, 2013

PRINCIPLES: The Alberta Apprenticeship and Industry Training Board recognizes that:

- under the *Apprenticeship and Industry Training Act*, a member of a local apprenticeship committee may hold office for a term not exceeding three (3) years and is eligible to serve for one or more terms of office as a member of the local apprenticeship committee (LAC); and
- the *Act* provides the flexibility needed to maintain a balance of new and experienced members on local apprenticeship committees.

PURPOSE: To define the maximum number of years that a member can serve on a local apprenticeship committee.

POLICY: A maximum of nine (9) years may be served by a member on any local apprenticeship committee in that trade regardless of jurisdiction of service. *Only if extenuating circumstances exist*, may a member serve up to two (2) additional years, to a maximum of 11 years, on a local apprenticeship committee.

GUIDELINES: Considerations for member reappointments include:

- LAC membership will normally cease at the end of nine (9) years *unless special circumstances exist*.
- A 'term' of membership on an LAC consists of a maximum of three (3) years of service in any position or combination of positions (i.e., Employer, Employee, Presiding Officer (Employer) or Presiding Officer (Employee)).
- Where extenuating circumstances exist, a member may be reappointed for an additional two (2) years of service in any position after nine (9) years have been served.
- 'Special/extenuating circumstances' include:
 - member is involved in a critical project where his/her specific expertise is required (e.g., trade regulation, exam items);
 - member is needed for continuity (i.e., where the committee has met less than three times in the past five years, or the committee has not met in the past three years);
 - member is needed for a committee to function (i.e., committee membership is chronically low and membership will fall below three members if not reappointed); or
 - other circumstances that are unique to the trade in the local area support the member's reappointment.