

Canadian Association of Educational Resource Centres for Alternate Format Materials (CAER)

Terms of Reference

The Canadian Association of Educational Resource Centres for Alternate Format Materials (CAER) was founded in 1993 and has a membership which reflects all regions/provinces of Canada. CAER members are a collective of publicly funded centres coordinating the provision of alternate format educational materials for persons with print disabilities.

All CAER members:

- Catalogue materials produced in a manner that can be shared among members. Adhere to CAER protocols for lending and borrowing materials
- Adhere to accepted production standards
- Lend materials without charge to CAER members

A. Objectives

The production, acquisition and provision of alternate format material and the provision of professional resources, specialized equipment and kits are important factors in the provision of a quality of education for all Canadian elementary, secondary and post-secondary students with print disabilities. The Canadian Educational Resource Centre Managers provide a coordinating educational service for their region/province and meet to:

1. Promote the sharing of resources.
2. Encourage the use of new technologies, particularly in relation to alternate format production.
3. Extend and share this knowledge with all CAER members
4. Provide the opportunity to discuss and study points of common interest, in particular:
 - a. provincial, regional Canadian and international issues.
 - b. significant developments in members' centres
 - c. information on policy, procedures, statistical data, etc.
5. Discuss and adopt common procedures and practices in such areas as production quality standards, file sharing and interlibrary lending.
6. Advise and provide input to educational ministries/departments on evolving issues and trends.
7. Work to reach consensus on common issues.
8. Establish and maintain linkages with relevant organizations and speak with a common voice on mutually agreed issues.
9. Communicate with publishers, vendors, suppliers and individuals to develop positive relationships and to publicise members' services.
10. Provide the opportunity for participation in professional learning.

B. Membership

The membership will consist of representatives from Canadian Educational Resource Centres which have a mandate to provide coordinated educational services within a province or region. Each member institution will designate a voting member.

C. Officers

1. Chairperson, Vice-Chairperson and secretary will serve one year terms and will be rotated among the members to be appointed at annual meeting. Ad hoc or Subcommittees may be established to research specific issues, write reports and to communicate to members throughout the year and at the annual meeting.
2. The chairperson will hold office, organize and execute all facets of the annual meeting in conjunction with the organizing committee and conduct CAER business from the end of the annual meeting where he/she was appointed to the end of the next annual meeting.
3. The Secretary will record minutes of the annual meeting and distribute these minutes to the membership. The Secretary will maintain the official files of CAER. And I send out required correspondence on behalf of CAER.
4. The Chairperson or official designate will represent CAER to official bodies as directed by the membership.

D. Meeting

1. CAER will hold a minimum of two teleconference/video conference meetings and one face to face meeting per calendar year.
2. The facility for the annual meeting will be organized and hosted by the Manager of the nearest Canadian Educational Resource Centre to the city in which the annual meeting will be held.
3. Preliminary decisions regarding the next annual meeting will be held at the conclusion of the previous meeting.
4. Participation in the annual meeting will include up to two participants from each Canadian Education Resource Centre. The Chairperson may invite other participants to address specific agenda items.
5. Notification of attendance will occur in a timely manner to both the chair and the meeting host.

E. Changes to Terms of Reference

Changes to the Terms of Reference are made through a majority vote at the annual meeting.

Adopted by CAER February 8, 1996.

Amended May 2007, May 2008 and May 2009, May 2013, May 2015.