

# SURREY WHITE ROCK LITERACY TASK GROUP

## Terms of Reference

### January 2020

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The Surrey White Rock Literacy Task Group (SWRLTG) is a community alliance that coordinates and integrates literacy work in Surrey and White Rock.

#### **OUR VISION**

All residents of Surrey and White Rock are able and willing to learn what they need to move forward as engaged community members. Providers of community and workplace programs in literacy and essential skills are able to provide the range and number of affordable programs needed by the residents of these two cities.

#### **MISSION**

To increase literacy levels in our community and to reduce the stigma of low literacy.

#### **DEFINITIONS**

**Literacy** is the ability to understand and use information in daily activities at home, at work and in the community – to achieve one’s goals and to develop one’s knowledge and potential.

**Essential Skills** are the skills needed for work, learning and life. They provide the foundation for learning all other skills.

#### **ACTIVITIES**

The SWRLTG works with community partners to identify and address community needs and increase awareness of literacy issues.

We communicate and work with each other to:

- a) reduce duplication
- b) increase efficiency of services

We work to ensure:

- a) Children are well-prepared to enter school.
- b) Children who have learning challenges are supported.
- c) More students graduate from high school and pursue post-secondary education.
- d) More opportunities exist for adult literacy and essential skills learning.

- e) More Aboriginal students graduate from high school and pursue post-secondary education.
- f) Multi-cultural learners improve English skills and literacy levels.

## **MEMBERSHIP**

Membership is open to agencies, institutions, and individuals offering literacy services or with an interest in improving literacy in Surrey and White Rock. We encourage representatives from a wide range of sectors in our community to reflect our diversity. Members are expected to attend meetings or send an alternate, and to participate in SWRLTG activities and discussions.

## **ROLES AND RESPONSIBILITIES**

READ Surrey/White Rock Society (READ Society) is the literacy umbrella organization for SWRLTG. READ Society stewards the literacy coordination funds and hires the Literacy Outreach Coordinator (LOC). READ Society consults with the SWRLTG and manages the execution of any funding and community coordination decisions made by the SWRLTG.

The LOC provides facilitation and support for the SWRLTG.

Sub-committees and ad hoc groups may be formed as needed.

## **MEETING GUIDELINES**

The SWRLTG meets on the third Thursday of October, January and May. The LOC sends out a meeting reminder and agenda one week before each meeting. The LOC records and distributes meeting minutes via email to all members.

## **DECISION MAKING GUIDELINES**

Decisions are consensus-based and made by the members attending a meeting. Every effort will be made to give all members an opportunity to take part in key decisions.

## **COMMUNICATION**

Most communication is via email. Information, networking and partnership opportunities are shared electronically among members.

## **ACCOUNTABILITY**

SWRLTG and READ Society are accountable to Decoda Literacy Solutions and provide an annual financial statement and reports on activities completed.