

Cliffs of Fundy Geopark Education Committee Terms of Reference

Purpose

The Education Committee provides a leadership role in the development of educational programming and resources for the Geopark.

Accountability

The Education Committee reports through the committee chair to the Geopark Manager and is ultimately accountable to the Board of Directors.

Membership

The Manager, in conjunction with the Committee Chair (if one has already been appointed), will make recommendations to the Board for membership in the committee.

The Board will ratify members to the Education Committee at the beginning of each fiscal year. The Education Committee will consist of a suggested minimum of 8 and a suggested maximum of 10 members representative of the scope of the Geopark and shall aim to include the following:

- One geologist from the Geopark Board
- Geoscientist staff person
- One representative from the Provincial Parks
- One representative from the Mi'kmaq community
- One educator
- Two community members
- One Recreation Service programmer

The administrative assistant of the Geopark will be an ex-officio member of the committee and will provide assistance as needed including taking minutes, circulating agendas and maintaining files and records.

Term of Appointment

Committee appointments shall be for staggered terms of one, two or three years, with the term to commence on the first day of April and end on the thirty-first day of March of the appropriate year. If there are vacancies on the Committee, new members may be appointed to fill those vacancies mid-term, according to the process described under "Membership" above. A committee member may serve a maximum of 2 terms on this committee without stepping aside for at least one term. This appointment process will ensure a regular turnover on the committee and the opportunity for fresh ideas to be brought forward while still retaining the historical knowledge of the work of the committee. Where appropriate and necessary, the Board may approve an extension beyond two terms.

Chair of the Committee

The Education Committee will elect a Chair of their committee for the coming year from among current members in April of each year (if one is not already in place). The Chair can serve for two terms.

Functions

The Education Committee will:

- i. Develop educational outreach suitable for a variety of earth science topics, applications, age groups, locations, experience levels and times of year to include, but not limited to, the following:
 - a) Provision of education materials, tools and resources
 - b) Emphasis on earth science curriculum-specific topics, as well as integration of other related topics as they relate to the Geopark, for example:
 - Rocks and minerals
 - Plate tectonics
 - Surface processes of erosion, weathering and deposition,
 - Fossil formation
 - Waves and tides (including issues such as high tides and sea level rising).
 - c) Activities that can be delivered in a variety of programming venues, for example:
 - In-School,
 - School Break,
 - Home-schooling,
 - Summer day camps
 - Provincial parks,
 - Recreation Departments of Cumberland and Colchester Counties, and
 - Self-directed.
 - d) Delivery at various locations primarily in Cumberland and Colchester Counties as well as other areas in the province as needed, for example:
 - Fundy Discovery Site,
 - Welcome Centre,
 - Mi'kmawey Debert Cultural Centre,
 - Five Islands and Cape Chignecto Provincial Parks,
 - Schools,
 - Community and recreation Centres, and
 - Outdoor (geosites) locations.
 - e) Delivery in partnership and/or collaboration with other organizations, for example:
 - Fundy Geological Museum,
 - FORCE,

- Mi'kmawey Debert Cultural Centre
 - Joggins Fossil Cliffs,
 - Nova Scotia's Museum of Natural History, and
 - Other Geoparks and abroad.
- f) Delivery in a variety of media formats, for example:
- Audio tour,
 - Mobile App,
 - Interactive website,
 - Print, and
 - E-publications.
- g) Delivery using a variety of platforms, for example:
- Educational tour packages
 - Professional development workshops for teachers
 - Training facilitators, and
 - Training operators, such as tour guides, park staff, museum staff, etc.
- ii. Promote the Geopark's educational outreach to various stakeholders, for example:
- Schools,
 - Universities and colleges,
 - All levels of educational governing bodies primarily in Nova Scotia, as well as outside the province as applicable.
- iii. Schedule educational outreach activities and events throughout the year.
- iv. Compile an inventory of relevant educational outreach programs, including those being developed by this committee.
- v. Advertise the educational outreach programs on the Geopark website and other marketing opportunities that may arise.
- vi. Collaborate with other Geopark committees to assist with the interpreted strategy in the design and production of story boards and kiosk maps/signage to depict the common story line for the Geopark.
- vii. Represent the Geopark at partner meetings or other events or occasions relevant to the work of this committee.
- viii. Prepare an annual budget for the Education Committee at least a month in advance of budget deliberations by the Board of the Geopark for the coming year. Budget deliberations will usually be held in February annually, with a goal of passing the budget in March.
- ix. Review the Terms of Reference and membership requirements of the Education Committee at least annually and make recommendations for any changes or updates to the Manager.