

# Department of Community Services

## Adjudicative Board Selection Criteria

	<b>Adjudicative Board</b>	Assistance Appeal Board Employment Support and Income Assistance
<b>1</b>	<b>Statute</b>	The Employment Support and Assistance Act, Section 11 and Regulations' sections 4,5,8,11,12 and 13
<b>2</b>	<b>Purpose</b>	The purpose of the Assistance Appeal Board is to determine the facts and whether the decision made, on the basis of the facts found by the board, is in compliance with the Employment Support and Income Assistance Act and Regulations.
<b>3</b>	<b>Functions</b>	To provide an independent and objective review of decisions made under the Employment Support and Income Assistance Act.
<b>4</b>	<b>Composition</b>	Members of an appeal board shall be appointed by the Minister. The Minister shall designate one member of an appeal board to be the Chairperson of the board and all other members to be Vice-chairpersons.
<b>5</b>	<b>Formal Qualifications</b>	A member of an appeal board shall not be (a) a person employed by the Department of Community Services or the Department of Health either at the time of appointment or within two (2) years immediately preceding the appointment; (b) a member of the House of Assembly either at the time of appointment or within the two (2) years immediately preceding the appointment; or (c) a person who is a relative of the appellant.
<b>6</b>	<b>Work &amp; Experience Requirements</b>	
<b>7</b>	<b>Skills Required</b>	The Assistance Appeal Regulations outline the following criteria. A member of an appeal board shall possess and demonstrate the following qualifications: <ul style="list-style-type: none"> <li>• experience in human or social services</li> <li>• an ability to conduct meetings</li> <li>• communication and writing skills</li> <li>• an ability to apply and interpret enactments</li> <li>• an ability to think analytically</li> </ul>

<b>8</b>	<b>Statutory Nomination Requirements</b>	Members of an appeal board shall be appointed by the Minister.
<b>9</b>	<b>Traditional Nomination Requirements</b>	
<b>10</b>	<b>Remuneration</b>	A member of an appeal board shall be paid a fee of \$100.00 per sitting. The expenses of a member of an appeal board shall be reimbursed in the same amount, the same manner and subject to the same limitations as expenses of an employee of the Department.
<b>11</b>	<b>Anticipated Time Commitments</b>	Hearings are usually held Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m. Members are required to travel to hearings in several locations within their jurisdiction. Time commitment is based on the number of requests. As a result, the number of hearings will vary each month.
<b>12</b>	<b>Other Notes</b>	Members of the appeal board are appointed for a term of either two or three years and may be reappointed. Chairpersons are appointed for a three-year term and may be reappointed.