



Child Youth and Family Services Coalition of Simcoe County

EXECUTIVE COMMITTEE TERMS OF REFERENCE

November 2018

Coalition Mission To maximize the capacity, effectiveness and cultural uniqueness of the child, youth and family service system through collective efforts.

Vision All children, youth and families thriving in a strong, nurturing community.

Values

Integrity: We demonstrate honesty, transparency and fairness in everything we do as a Coalition.

Respect: We treat each other with mutual consideration and sensitivity, recognizing the importance of diversity and inclusion.

Innovation: We seek new approaches, capitalize on opportunities and amplify the impact of initiatives.

Collaboration: We work together through our Values to accomplish our Vision and Mission.

Purpose: To create the support systems and manage processes that enable the Coalition to achieve its strategic outcomes.

Functions:

- Develop, implement and maintain systems to enable the Coalition to conduct business
- Provide a forum for discussion and recommendations to Council
- Ensure ongoing leadership of Coalition Council and Integrated Planning Table
- Demonstrate outcomes to support strategic objectives
- Recruitment and recommendations for retaining contracted services
- Efficient budget and financial management
- Manage member relations, communications and advocacy

Members:

Chair of Coalition, elected, 1 year term

Vice Chair of Coalition, elected, 1 year term

Past Chair of Coalition, elected, 1 year term

Treasurer, Representative of Trustee

Advocacy/Government Relations Officer, appointed, 2 year renewable term

Communication Officer, appointed, 2 year renewable term

Capacity Building Officer, appointed, 2 year renewable term

Member Relations Officer, appointed, 2 year renewable term

Integrated Planning Representative, appointed, 1 year term

Coordinator, ex-officio
Executive Assistant, ex-officio

It is a recommended best practice that no more than one person per member agency sit at the Executive Committee; in the case where a member organization does have more than one member, the organization will have one vote.

Role Descriptions of Members:

Chair

- Spokesperson for the Coalition
- Appoints non-elected Executive Committee member positions
- Sets the agenda of Executive Committee and directs the work of the Committee
- Represents the Executive Committee at Council
- Upon completion of term, Chair will assume role of Past Chair

Vice Chair

- Acts as designate to fulfill the role of Chair when required to support the work of the Executive Committee
- Represents the Executive Committee at Council
- Upon completion of term, Vice Chair will assume role of Chair

Past Chair

- Provides counsel and support to the Chair
- Provides support and direction regarding the Coordinator and Executive Assistant
- Represents the Executive Committee at Council

Treasurer

- Oversees and reports on Coalition finances as per the Fiscal Trustee Agreement

Advocacy/Government Relations Officer

- Ensures the development of an advocacy strategy for raising awareness of Simcoe County's needs with funders and decision makers at local, provincial and federal levels

Communication Officer

- Ensures that a communication strategy is in place that engages internal and external stakeholders

Capacity Building Officer

- Ensures that a continuous improvement strategy is in place and provides leadership on outcome measures and ongoing research to support Coalition initiatives

Member Relations Officer

- Provides support to the Coordinator and Executive Assistance in managing member relations as per Member Relations process

Integrated Planning Representative

- Acts as liaison between Integrated Planning Table and Executive Committee

Conduct of Meetings:

The agenda of the Table is set by the Chair and Vice Chair in consultation with the Coordinator, Executive Assistant and table members. A quorum of the committee (50% of members) should be present to conduct business. Decisions will be made, whenever possible, through consensus. When consensus is not possible, the chair will call for a vote which needs 50% plus one of those present to pass.

Meeting Frequency:

Meets 8-10 times per year or as needed, in coordination with Council meeting requirements.

Communication:

Minutes are distributed to the membership of the Executive Committee and posted on the Coalition website for access by stakeholders.

Review:

These Terms of Reference will be reviewed every two years.

Chair, Child Youth and Family Services Coalition

Date