

TERMS OF REFERENCE

HEALTHY CHILD COALITION CENTRAL REGION

Adopted January 2010

Healthy Child Coalition
Central Region



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CENTRAL REGION



Healthy children...healthy families

VISION STATEMENT

To be a progressive, proactive and innovative coalition for healthy children and families.

MISSION STATEMENT

The Healthy Child Coalition is committed to building capacity and ensuring healthy lifestyle outcomes for children and families in the Central Region. The Coalition will take a holistic approach to lifestyle issues where children, parents and the community are empowered.

By working with community leaders, the Healthy Child Coalition will offer preventive services, responsive planning and increase resources available to children, families and the community encompassing the Healthy Child Manitoba goals of

Safety & Security
Physical & Emotional Health
Successful Learning
Social Engagement & Responsibility

Healthy Child Coalition
Central Region



Healthy Child Coalition - Central Region (HCC-CR) Terms of Reference

1. Purpose

In spring 2000, Child and Family Services and the Regional Health Authority of Central Manitoba initiated the Healthy Child Coalition - Central Region (HCC-CR). The purpose of the Healthy Child Coalition - Central Region (HCC-CR, henceforth the Coalition) is:

- to partner with Healthy Child Manitoba
- to develop, implement and sustain a regional plan that supports grassroots organizations to develop programs based on nutrition & physical activity, literacy & learning, parenting support, and community capacity building .
- to focus on the early years (ages 0-5)
- to provide a forum for the collaboration and coordination of services to promote healthy children and families in the Central Region of Manitoba
- to participate as a member of the Council of Coalitions

2. Coalition Membership

The HCC-CR strives to coordinate activities that promote the healthy development of children and the pillars of HCM through a network of community representatives from:

- Parent Advisory Councils and other parent groups,
- Child Care providers,
- Youth leadership,
- School divisions,
- Various cultural groups,
- Child & Family Services agencies
- Manitoba Family Services & Consumer Affairs
- Regional Health Authority
- Justice System
- Manitoba Agriculture Food & Rural Initiatives (MAFRI)
- Family Resource Programs
- Recreation
- Family Violence Centres
- Faith Community
- Business Community

This list is meant to be representative but not exhaustive. Membership in the HCC-CR is open to all people in the Central Region who have a stake in the development of healthy children and families.

Membership may be based on individual as well as organizational interests.

The boundaries of the HCC-CR encompass the Regional Health Authority Central Inc. (henceforth referred to as Central Region) boundaries.

3. Responsibilities of Coalition Members

- To attend Coalition meetings.
- To provide feedback and direction to the Steering Committee.
- To collaborate with other Coalition members.
- To recruit representatives for the Steering Committee.
- To support the Steering Committee in fulfilling its responsibilities.
- To follow due process to resolve conflict within the Coalition.

4. Steering Committee Membership

- o The Steering Committee will be formed of coalition members who represent a balance of regional and local perspectives. Representatives from the Regional Health Authority, Family Services & Consumer Affairs and Education are identified by HCM as key stakeholders and are required to be present on the steering committee. The committee will also include representation from community based parent child programs.
- o The committee will consist of not more than 12 people and not less than 8.
- o No one agency will have more than one representative, although one position on the committee may be shared by two people if requested and approved by the steering committee
- o No less than four representatives shall be stakeholders who have a regional mandate.
- o The remaining members of the steering committee will be selected from other stakeholder interest groups.
- o Steering committee members need to be selected by their individual stakeholder groups.

5. Terms of Office

- a) The members of the organization shall serve without remuneration and no member shall directly or indirectly receive any profit from that position as such; provided that a member

may be paid reasonable expenses incurred in the performance of duties, and any member who is a bona fide employee of the organization (whether full or part-time), may be paid remuneration with respect to services performed as an employee.

- b) Members will serve a minimum 2 year term with not more than 50% of the membership changing in any one year if possible.
- c) Steering Committee members will serve a maximum of three consecutive terms. Extensions may be granted at the request of the key stakeholder group. Extensions for other committee members may be approved by vote.
- d) The Coalition Coordinator is a non voting member of the Steering Committee.

5. Responsibilities of Steering Committee Members

- To develop, implement and sustain a strategic plan for the Coalition in accordance with the stated purpose.
- To distribute the funds from Healthy Child Manitoba in accordance with the Government of Manitoba's Healthy Child guidelines and in accordance with standard developed criteria.
- To be accountable to the Coalition.
- To coordinate Coalition activities.
- To seek feedback and direction from Coalition members.
- To attend Steering Committee and Coalition meetings.
- To be accountable to Healthy Child Manitoba.
- To be a fair and responsible employer.
- To maintain records and financial statements in accordance with acceptable accounting practices
- To bring opinions of their interest group and to report back to their peers.

6. Officers of the Steering Committee

- a) The officers of the Steering Committee shall be:
 - Chairperson
 - Vice Chairperson
 - Recording Secretary
 - Banker

The members of the Steering Committee from amongst themselves following the annual general meeting each year shall elect the Chairperson and a Vice-Chairperson.

b) Where, for any reason, a vacancy occurs in the officers, a qualified person shall be elected to fill the vacancy at the next regular meeting of the Steering Committee. In case of only a temporary absence, or inability to act, the Steering Committee shall appoint a suitable person to act for that individual during the temporary period.

c) Duties of the Chairperson:

The chairperson shall:

- Be responsible for calling and chairing all meetings of the coalition and the Steering Committee.
- Be an ex officio member of all sub-committees.
- Provide leadership for the Steering Committee and Coalition.
- In consultation with the Coalition Coordinator establish an agenda for the meetings
- Approve correspondence.
- Act as spokesperson.
- Carry out such other duties as may be required of him/her.
- Attend the Council of Coalitions meeting along with the Coalition Coordinator

d) Duties of the Vice-Chairperson:

The Vice-Chairperson shall:

- in the absence of the Chairperson, or in the case of his/her inability to act, carry out all the duties and assume all the responsibilities of the Chairperson.

e) Duties of the Recording Secretary:

The Recording Secretary shall:

- keep an accurate and complete record of the minutes of all meetings.
- keep an accurate and complete record of all decisions of the Steering Committee.
- forward minutes in a timely manner to the Coalition Coordinator for distribution to all Steering Committee members.
- perform other duties as may be prescribed by the Steering Committee

f) Duties of the Coalition Coordinator

The Coalition Coordinator shall:

- Make necessary arrangements for the time and location of general coalition and Steering Committee meetings
- In consultation with the Chairperson and the Banker, prepare an agenda and review financial documents.
- Distribute all necessary paperwork to Steering Committee members prior to meetings.
- Perform other duties related to the Coalition and Steering Committee as instructed.

In all cases of death, resignation, retirement or removal from office of an officer, all books, papers, vouchers, money and other property of whatever kind in his/her possession or control belonging to the organization shall be delivered to the Steering Committee.

7. Sub-Committees

Sub-committees may be formed to handle specific issues delegated by the Steering Committee. Sub-committees may include, and are not limited to:

- a) finance and budget
- b) personnel and performance review
- c) grants.

Sub-committees will meet when required. All committee recommendations will be presented to the Steering Committee for ratification.

8. Fiscal Year

The fiscal year of the Coalition shall be April 1 to March 31.

9. Meetings

Annual General Meeting

An Annual General Meeting of HCC-CR. shall be held on or before September 15th in each year at a date or a place to be fixed by the Steering Committee and open to the general public. The Coalition Coordinator shall give public notice of the annual meeting at least one month prior to the date of the meeting. The financial report, as well as reports from the chairperson and coordinator, shall be presented.

General Coalition Meetings

At least one general coalition meeting, in addition to the annual general meeting, shall be held each year. Dates will be established by the Steering Committee. Meetings will be held in different locations to accommodate all members as much as possible.

Steering Committee Meetings

Dates and frequency of Steering Committee meetings will be established by the members of the Steering Committee.

Special Meetings

The Chairperson may call special meetings of the Steering Committee at any time but not less than *48 hours* notice shall be given unless the entire Steering Committee agrees. The Chairperson shall call a special meeting upon written request of any three members of the Steering Committee. Notice of all special meetings shall be given in such form and at such time as the Chairperson shall direct, stating the item or items of business to be discussed. Only those items advertised shall be on the agenda and discussed at such special meetings.

10. Voting by Steering Committee Members

- All reasonable effort will be made to make decisions by consensus. When consensus cannot be reached and a decision is required the item will be put to a vote. When the Steering Committee must vote on an issue, the following standard will apply: Majority 50% plus 1.
- Quorum is set at a simple majority of members sitting on the Steering Committee.
- In the event of time restrictions that prevent a steering committee meeting from being called or in the inability of the steering committee to obtain a quorum, voting may be carried out by electronic means (i.e. e-mail). The decision to vote in this manner shall be at the discretion of the Chairperson, based on the urgency of the business at hand.
- The Chairperson will not vote unless required to break a tie.

11. Conflict of Interest

A Steering Committee member must declare a potential conflict of interest when a decision is required regarding the distribution

of funding and/or resources for an organization of which he/she is a member and in the case of hiring or awarding contracts.

When a conflict of interest is declared, the member indicating a conflict shall abstain from the voting process. After such a declaration, the member may request to remain present to continue to participate in the discussion. Depending on the degree of conflict of interest, this will be granted at the discretion of the steering committee either by consensus or a vote.

12. Accountability

The Banker must be an incorporated partner. The banker completes financial reports to be submitted to HCM. The Coalition Coordinator will complete and submit the annual Status & Activity report to HCM. The Coalition Coordinator will present financial statements at the meetings of the Steering Committee and at the Annual General Meeting of the Coalition.

Upon written request, the books and records of the organization shall be open to the inspection by members at all reasonable times, upon reasonable notice. Reasonable notice shall be no longer than 1 month.

The minutes of Steering Committee meetings will be distributed to Coalition members.

Healthy Child Manitoba will receive all Steering Committee meeting minutes and financial statements.