



## Child Youth and Family Services Coalition Council Terms of Reference

June 2017

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

**Vision** A community where all children, youth and families reach their full potential.

### **Values**

- **Commitment** We are accountable individually and collectively to our vision, mission and values.
- **Strategic Innovation** We anticipate change, capitalize on opportunities and amplify the impact of initiatives.
- **Integrity** We demonstrate honesty and fairness in everything we do as a Coalition.
- **Respect** We treat each other with mutual respect and sensitivity, recognizing the importance of diversity and inclusion. We respect all individuals and value their contribution.
- **Transparency** We communicate openly and frequently.

### **Purpose**

Advocates and supports proactive and responsive change at a system level through consensus decision making of its members.

### **Functions**

- Primary decision-making body for Coalition policy, planning and budgeting
- Provides leadership to set strategic priority goals and direction for the Coalition
- Delegates decision making responsibilities and takes guidance from the Executive Committee which it empowers to research, discuss and make recommendations in the areas noted in their respective Terms of Reference.
- Creates a forum for information-sharing, networking, education and advocacy.

### **Members**

- Be a member in good standing as outlined in the Memorandum of Association
- Commit to a senior staff person with decision-making authority to attend and participate in Council meetings with the option of a proxy as necessary but not as a regular alternative
- Participate actively in coalition strategic planning policy development, advocacy and initiatives and activities
- Represent the Coalition voice on issues of importance to the whole
- Council members are expected to share relevant information from Council with other staff in their organization.
- Ministry representatives participate on an ex officio basis i.e. they do not pay a fee for membership in the Coalition and do not have a vote on Council. Similarly, a member who is leading a key Coalition initiative may be asked to attend Council for the duration of the initiative as a non-voting, non-fee paying member.

**Selection of Coalition Chair and Vice-Chair**

The Chair and Vice-Chair of the Coalition should be senior leaders with experience within the Coalition structure who serve a term of one year each, with transition from Vice-Chair to Chair, and Chair to Past-Chair. The Chair and Vice-Chair are recommended by the Executive Committee and confirmed by the Council.

**Conduct of Meetings**

The agenda of the Council is set by the Chair, in consultation with Coordinator and Executive Assistant and the Executive Committee. A quorum of the Council (50% plus one of members in good standing) should be present to conduct business. Decisions will be made, whenever possible, through consensus. When consensus is not possible or when an item requires a motion, the Chair will call for a vote requiring a 50% plus one majority of the voting members present.

For decision making purposes a member in good standing is defined as having member fees paid by March 31 of the previous year. New members must have their membership paid in full in order to participate in voting.

**Conflict of Interest with Council**

On a matter of principle, a member organization may not agree with all decisions being made by the Council or its Tables. The organization has a right to withdraw from participating in such decisions yet still remain part of the Coalition. The organization’s representative may wish to have their difference noted in the minutes and recuse themselves from the discussion.

**Meeting Frequency**

Meet 5 times per year: September, November, January, March and May or at the discretion of the Chair.

**Communication**

Council meeting packages are sent to members ahead of Council meeting in preparation of the discussions to be held. Approved minutes are distributed to the membership of the Council and posted on the Coalition website.

**Review**

These Terms of Reference will be reviewed every two years.

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Chair

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Vice Chair

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Date

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Date