

**Terms of Reference 20176 (draft)**  
**Simcoe County FASD Prevention Committee**

**Purpose:**

To plan and implement a comprehensive, collaborative action plan to increase the prevalence of FASD prevention strategies across all sectors in Simcoe County.

**Objectives:**

- To increase public awareness of FASD.
- To increase professional awareness of FASD.
- To increase access to appropriate prevention information and resources in order to build individual capacity
- To increase access to appropriate prevention information and resources in order to build community capacity
- To promote strong linkages within the community and between agencies who share an interest in FASD prevention.
- To promote a paradigm shift in alcohol use
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**Composition:** Current representation

Canadian Mental Health Association – Simcoe County Branch  
Catulpa Community Support Services (FASD Project Coordinator)  
Catulpa Community Support Services - CAPC/CPNP – (ad hoc)  
Chippewas of Rama First Nation  
Parent Representative (ad hoc)  
Simcoe Muskoka District Health Unit  
Simcoe Muskoka Family Connexions (ad hoc)  
Union of Ontario Indians FASD Regional Worker

**Role of Members:**

Work in collaboration to meet the objectives of the FASD Prevention Committee.  
Represent their respective agencies at the coalition.  
Attend regularly scheduled meetings.  
Contribute to the development of an annual work plan and to the completion of the associated activities.

**Role of Chair:**

Chair meetings.  
Prepare and circulate agenda.  
To be reviewed annually. Chair will be selected from the members of the coalition.

**Role of Secretary:**

Record and distribute minutes in a timely fashion.  
Secretarial role will be on a rotating basis in a volunteer style.

**Meeting Frequency:**

Monthly meetings for 2 hours

**Duration of Committee:**

Ongoing

**Communication/Reporting:**

Each member communicates/reports to respective organization via the appropriate channels. Members will maintain communication with Simcoe County FASD Advisory Committee

**Minutes Distribution:**

Minutes are distributed to committee members via email by secretary and/or chair.

**Records Management:**

- The steward of the records is the Reproductive Health Program Assistant Family Health Service at SMDHU
- Minutes of the meeting are not signed by the chair
- Minutes are kept in the SMDHU shared drive/ health unit/committee and task groups/FASD
- Approval of minutes will occur at the next meeting
- Minute retention is current plus 5 years

**Date Committee Formed:**

May 8, 2003

**Review of Terms of Reference:**

Revised

- January 29, 2008
- March 26, 2010
- April 29, 2011
- March 28, 2013
- Oct 24, 2013
- Jan 20, 2015
- Dec15, 2015
- Dec 20 2016

