



Infrastructure Table Terms of Reference

September 2015

Coalition 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 To create the support systems that enable the Coalition to conduct business efficiently and cost effectively by maximizing shared resources. This includes processes and tools for financial management and fund development, recruitment and recommendations for retaining contract services, professional development for member agency staff, manage member relations including effective communication and access to relevant data; plus, demonstrate and reporting outcomes for the Coalition.

Functions

Supports the work of the Coalition in alignment with the Strategic Plan and in conjunction with the Fiscal Trustee by ensuring provision of:

- Management of the Infrastructure Table work plan which supports the Coalition Strategic Plan.
- Define the inputs to demonstrate the outcomes to support Strategic Objectives.
- Streamlined and efficient processes to support the work of the Coalition and its members
- Recruitment and recommendations for retaining Contracted Services.
- Efficient budget and financial management systems to meet budget requirements and funding goals
- Manage member relations (process attached), including review of Coalition member applications and recommendations to Council on acceptance of new members
- Effective communication system including web based communication, management of the Coalition logo etc.

- Facilitation of Coalition members' access to additional shared resources such as access to the Simcoe County Data Consortium and shared training opportunities.
- Effective liaison with Task Groups of the Coalition related to its areas of responsibility (e.g. Data Consortium)
- Archiving of Coalition records by the Executive Assistant.

Members

(ideal size 8-12) Members of the Infrastructure Table must be from organizations that are members of the Coalition and should bring expertise in one or more of the functions listed above. Members are responsible for regular attendance, with the option of a substitute as necessary but not as a regular alternative. Members are responsible to the Table for mutually agreed upon assignments. Members are asked to commit for a two year term.

Selection of Co-Chairs Infrastructure

Table Co-Chairs are appointed by the Council on the recommendation of the Secretariat. Co- chairs are responsible for recruitment of Table members. Each of the Co-Chairs commits to a two year term, which includes being part of the Secretariat. Their terms are staggered so that a new Co-Chair always assumes leadership with the help of someone who has been in the position for one year.

Conduct of Meetings

The agenda of the Table is set by the Co-Chairs in consultation with consultant staff 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 Secretariat and Council meeting requirements.

Communication

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

Groups that relate to this Table

Data Consortium

Review

These Terms of Reference will be reviewed every two years.

X

Co-Chair

X

Co-Chair

Date

Date

Member Relations Process (attachment to Infrastructure Terms of Reference) September 2015

The Coalition is a membership of non-profit organizations that come together for mutual benefit, something like a professional association. As such it exists to serve the needs of its members by enhancing the benefits of collaborative planning and service delivery. There are several identifiable aspects to developing healthy member relationships, each of which is listed below. Within the Coalition, the Infrastructure Table is charged with overseeing these functions.

Knowledge of CYFS Members

It is helpful to have comprehensive and current information on the characteristics of CYFS membership. For communication plans, funding proposals, press releases and promotional pieces it is useful to be able to accurately describe the Coalition membership as a whole. Infrastructure Table will work with the Advocacy group and ask the Coalition's consultant staff to gather information on members in the following areas as it becomes practical to do so:

- Size of organization (number of staff, range of budget)
- Focus of organization (predominantly directed to children, youth or families, other)
- Sector of organization (predominantly health, education, social services, justice etc)
- Number of clients served, trends over time

Recruitment

Based on Coalition goals and priorities, Infrastructure Table in conjunction with Secretariat periodically reviews the need for additional members of the Coalition. Factors to consider include: keeping the number of members at Council at a manageable level for decision-making, ensuring various sectors are appropriately represented on the Coalition (e.g. health, education, social services, justice, Aboriginal, Francophone). Infrastructure and Secretariat will designate a consultant staff person or Table member to approach a prospective new member organization to invite them to apply for membership in the Coalition.

Application and Approval

Each new member applies to the Infrastructure Table for approval as a member. Infrastructure reviews all applications and makes recommendations to Council for acceptance and mentorship of new members.

Orientation and Mentoring

The new member is notified of approval by consultant staff and sent a membership package which includes the Coalition's Memorandum of Association (MOA), a welcoming cover letter and fees invoice, and a piece outlining opportunities for participation within the various bodies in the Coalition. At the time of recommending a new member to Council, Infrastructure Table suggests a Coalition member as a mentor to help the new member get oriented to the Coalition. The mentor contacts the new member before their first Council meeting to see if they have any questions and arranges to sit beside them, ensures they are introduced to the Council, and answers any questions. The mentor helps the new member understand how the Coalition as a whole works and the opportunities that exist for their organization to participate fully in Council, Tables, projects, task groups and events.

Periodic Feedback

Infrastructure will create opportunities for members to give feedback on their general level of satisfaction with the operation of the Coalition. The Table will use the intelligence gathered to help ensure member policies and procedures meet the collective needs of Coalition members.