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**Planning Table**

**Terms of Reference**

**May 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** The Planning Table oversees the Coalition strategic planning process, ensuring development, monitoring and evaluation of the Strategic Plan. It encourages integrated planning by Coalition member organizations, and coordinated Coalition projects.

**Functions**

* Convenes a planning day every three years for the entire Coalition to prepare the next Strategic Plan.
* Oversees new work of the Coalition as reflected in the Coalition Strategic Plan
* Facilitates a yearly progress report of the Coalition Strategic Plan on strategic goals, communicating results to Council
* Ensures that the priority goal areas of the plan assigned to Planning Table are resourced through Coalition staff and task groups as appropriate
* Reviews periodic reports from Coalition networks and task groups that relate to this Table to assess alignment with Coalition strategic goals; and to confirm that initiatives are based on best practices and realistic, sustainable outcomes
* Identifies gaps in services for children, youth and families in Simcoe County
* Identifies new opportunities for collaboration and encourages new proposal development
* Receives proposals from new projects and assesses their alignment with Coalition priorities
* Monitors new projects, helping to support transition to on-going program status when appropriate

**Members** (ideal size 15-20 members) Members of the Planning Table must be from organizations and/or networks that are members of the Coalition. Members are responsible for regular attendance, with the provision of a substitute as necessary but not as a regular alternative. Members are responsible to the Table for mutually agreed upon assignments.

**Selection of Co-Chairs** Planning 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. Experienced members of the Table are encouraged to take a rotation as a co-chair in order to share the additional responsibility of leadership.

**Conduct of Meetings** The agenda of the Table is set by the Co-Chairs, in consultation with Coalition staff consultants 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 co-chair will call for a vote requiring a 50% plus one majority of the members present. Maintaining active participation of the members is a Co-Chair responsibility.

**Meeting Frequency**  8-10 times per year and as needed in coordination with Secretariat and Council meeting requirements.

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

**Groups that relate to this Table**

Basic Needs Task Group, Youth Justice Advisory Group, Fetal Alcohol Spectrum Disorder,

Dual Diagnosis, Youth Engagement Core Group, Triple P, Aboriginal Capacity Building Circle, Wraparound, LEAP/Young Parents, Autism Spectrum Disorder, Crisis Services Steering Committee

**Networks:**

Best Start, CTN and COMPASS including COMPASS Francophone.

**Strategic Plan 2011-14**:

Goals 1 a, c, d, f

**Review** These Terms of Reference will be reviewed every two years.

 Date Date