



Secretariat Table **Terms of Reference** **May 2015**

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 Directs traffic and approval process within the Coalition, determining where issues should go for research, discussion and recommendations, by providing combined input from the perspectives of Coalition Council and Tables.

Functions

- Supports the work of the Coalition in alignment with the Strategic Plan
- Provides executive leadership through co-chairs of Tables and Council, and guidance for the work of the Coalition Council and Tables
- Ensures appropriate communication and referral to the Coalition Council and its community stakeholders
- Acts as a forum for discussion and recommendations to Council on opportunities for advocacy identified by the Advocacy Champion
- Ensures on-going leadership of Tables by making recommendation for Table co-chairs to Council annually May undertake decisions on behalf of Council between Council meetings.

Members The Secretariat Table is made up of the Coalition Chair, Vice -Chair and Past Chair as well as the Co-Chairs of the Infrastructure and Planning Tables. In addition the Advocacy Champion sits on the Secretariat. Consultant staff supports the work of the Secretariat Table.

Conduct of Meetings The agenda of the Secretariat Table is set by the Chair, Vice-Chair and Past Chair of the Coalition with input from Secretariat Table members. A quorum of the Secretariat Table (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 and as needed.

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

Review These Terms of Reference are interim and will be reviewed in late August, 2015.

X	X
Chair	Vice Chair
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Date	Date