

Terms of Reference for Poverty Reduction Task Group- January 2017

Accountability:

The Poverty Reduction Task Group works with the planning table for the [Child, Youth and Family Services Coalition of Simcoe County](#) in an integrated way.

Guiding Principle: Compassionate Community

The PRTG believe that every child and youth deserve the right to live within a safe, healthy and compassionate community. To achieve this goal all community members must have their own basic needs met and be able to fully participate in the life of their community. If members of a community do not have their basic needs met, they are unable to support themselves and the potential of child, youth and all others within that community. A compassionate community is one in which all members care about one another. (Source: Basic Needs Task Group, Terms of Reference 2016)

As a working group to support poverty reduction initiatives by the following:

- provide leadership to increase access to and address the barriers to the social determinants that families and individuals of low income experience,
- develop and support initiatives at the local and county level,
- communicate gaps in services and barriers for those living in low income,
- identify priorities for action and makes recommendations to the Coalition and broader community,
- share information and resources to build sector wide capacity,
- advocate for equitable policy, community development and system level change, and
- Empower individuals and families of lived experience, ensuring equitable participation occurs.

Chair: The Co-Chairs will be identified on an annual basis. It is the responsibility of the co-chairs to ensure the following:

- Agenda and minutes of each meeting are distributed appropriately,
- Workplan is developed, supported, implemented and reviewed annually by the group members,
- Updates the planning table annually or upon request according to process outlined by coalition,
- Attend planning table meetings
- Annual review of TOR by group members, and
- Review, post, and update materials on coalition website, including TOR, workplan and any other pertinent materials.

Minute Taker: The Minute Taker will ensure that the minutes of the meetings reflect the major points of discussion and record major decisions. The minute taker will be on a volunteer basis among BNTG members.

Membership Composition:

The Task Group will be comprised of representatives from organizations serving families and individuals in Simcoe County and people of lived experience. The size and composition may change from time to time, according to the strategic focus of the Task Group. Sectors represented will include social planning, social services, public health, education, housing, employment, police, social justice, FNMI, and community members.

Responsibilities of Task Group Members:

- Focus on the shared goals of the task group.

- Be prepared for each meeting by reviewing information in advance.
- Work collaboratively with the other members to complete tasks as addressed by the group.
- To communicate the work of the BNTG back to their own organization, and within other community work groups, as is relevant.
- Attend at least 50% of the meetings a year.
- Practise the principles of inclusion of people with lived experience in all activities

Source: *Lived Experience Advisory Council. (2016). [Nothing about us without us: Seven principles for leadership and inclusion of people with lived experience of homelessness.](#) Toronto*

Conflict of Interest: The members are to ensure that if they are in conflict of interest, whether perceived or actual, that it is declared.

Meeting Schedule:

Frequency of Meetings - Task Group will meet monthly, or at minimum 10 times a year

Calendar coincides with that of the coalition April 1st – March 31st.

TOR Review – 2009, 2016, 2017