

Langs Farm Village Association
North Dumfries CHC Satellite Advisory Committee
Terms of Reference

- Type of Committee:** Advisory
- Purpose/Focus:** The ND CHC committee advises and assists with the planning, co-ordination and evaluation of satellite Community Health Centre programs and services.
- Membership:** The membership of the committee shall consist of up to 14 members which include:
- up to 9 resident members from the community (as a guideline, no less than 4 North Dumfries residents, 1 Wilmot resident, 1 Blandford-Blenheim resident, and 3 members at large)
 - up to 4 representatives from the health and social service sector
 - 1 appointed representative of North Dumfries Town Council
 - up to 2 of the resident members will represent the North Dumfries community on the LFVA board of directors
 - the LFVA Executive Director or his/her designate shall attend the meeting each month as an ex-officio member
- Selection Process:** Committee members will be selected based on criteria established by LFVA. Members may be appointed during the term if a vacancy occurs and they meet the required criteria.
- Accountability:**
- The committee is accountable to the residents of the North Dumfries and surrounding communities and the LFVA Board of Directors. The committee works in partnership with the LFVA staff and other partner organizations. Up to two members of the committee shall serve on the LFVA Board. These member(s) shall complete a monthly written report and act as a liaison between the LFVA Board and ND CHC committee. Sub-committees are accountable to the ND CHC Committee, unless otherwise specified.
- Frequency of Meetings:** The Committee shall meet monthly or as needed.
- Quorum:** Quorum shall be 50 % of the current membership of the committee.
- Decision Making:** Decisions will be reached by consensus or by a majority vote of a quorum when consensus cannot be reached. Agency representatives do not have a vote.

Terms of Office: Committee members shall be appointed for a 3 year term up to a maximum of six years. An exception will be made for the member representing North Dumfries Town Council who may serve two four year terms to reflect their time in office. No more than 50% of the members will turnover at one time. Members will take a minimum of a one-year break before rejoining the committee after serving the maximum six years.

Chair: The committee shall be chaired or co-chaired by a member(s) who will:

1. Call the meetings to order and chair the meetings
2. Ensure that decisions are made and actions are noted for follow up
3. Ensure that everyone has a voice
4. Call a vote when necessary

Minutes: Minutes shall be taken by the recording secretary appointed by the committee. Minutes shall be approved at the following committee meeting and will be available to all members.

Meetings: Meetings are open to the residents of North Dumfries and its surrounding communities. The Committee reserves the right to have “in camera” sessions due to the confidential/sensitive nature of some items. Any community partner who is not a member may be invited on an as needed basis as a delegation.

Individual Member Responsibilities:

To work together in a mutually supportive environment by:

- arriving on time and attending meetings consistently
- reviewing any information prior to the meeting if required
- respecting the opinions and suggestions of committee members, staff, residents and community partners and supporting decisions made by majority or consensus.
- providing positive feedback and constructive criticism
- being open and non-judgmental
- ensuring everyone has an opportunity to participate in brainstorming, discussion and problem solving
- sharing ideas and opinions
- ensuring information is kept confidential
- declaring any conflict of interest.

Committee Responsibilities:

1. To work in partnership with the staff and LFVA Board of Directors to ensure that the strengths/capacities and needs of ND CHC residents, the centre participants and the community are identified and met within the resources of the organization.
2. To recruit and involve volunteers, community residents and representatives from the health and social service sectors in the design and implementation of programs and services for the satellite CHC.
3. To ensure that the voice of community residents and participants is considered by providing input and making recommendations in various aspects of the planning, delivery and evaluation of satellite programs and services.
4. To review proposals for satellite program/services from North Dumfries CHC, residents, staff and community partners and make recommendations to LFVA.
5. To liaise with municipal, provincial and federal leaders and other key stakeholders for the purposes of information sharing and support.
6. To help raise funds through corporate donations to assist with the project.
7. To ensure that programs/services support the organization's vision, mission statement and goals.
8. To encourage linkages/co-ordination across LFVA program areas (e.g. medical services, health promotion, volunteerism, family resource and youth programs).
9. To monitor the quality of program/services by receiving feedback from patients, community residents, participants and community partners.
10. To provide input into LFVA policies, procedures and practices as they relate to the programs and services offered by the ND CHC and as governed by funding, accreditation and legislative requirements (e.g., registration, eligibility requirements).
11. To provide a forum for problem solving issues with programs, volunteers, staff and community partners.
12. To oversee the activities of sub-committees if required.
13. To promote programs/services and volunteer opportunities in the community through active communication, information sharing and outreach.
14. To keep the residents of the target communities informed through regular updates (e.g. newsletter), forums and the media about the project.
15. To prepare and present a report for the LFVA Annual General Meeting.
16. To perform other associated duties.

Reviewed:

March 18, 2004

November 13, 2008

March 17, 2009

April 9, 2009

May 13, 2010

Approved: June 24, 2010