

Langs
NORTH DUMFRIES COMMUNITY PROGRAM
Terms of Reference

Purpose

As a standing committee of the board of directors, the committee shall recommend, plan, coordinate, and evaluate programs and services that are offered at the North Dumfries Community Health Centre.

Membership

Membership on the North Dumfries Program Committee shall consist of 8 members including:

- community residents, a board member and up to 2 partner agencies
- any community partner who is not a member may be invited on an “as needed” basis
- members will be appointed for a term of three (3) years followed by an additional term of three (3) years maximum
- Langs’ Director of Community Services shall attend the meetings as an ex-officio member
- The board chair and CEO are ex-officio members as well
- other Langs’ staff will attend as guests or delegates as needed

Accountability

The North Dumfries Program Committee is accountable to the Langs Board of Directors and works in partnership with staff. The members of the committee are accountable to the board through the board member who serves on the committee. This member shall complete a quarterly written report and act as a liaison to the board.

Frequency of Meetings

The North Dumfries Program Committee shall meet quarterly during the first week of the month. Additional meetings may be scheduled as needed. The meeting time shall be determined.

Decision Making

Decisions will be made by consensus. Should consensus not be reached, members will conduct a vote to make their decision.

Chair

The chair will be elected for at least a one-year term by a majority of the members.

Responsibilities of Individual Members

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
- providing positive feedback and constructive criticism while being open and non-judgemental
- ensuring everyone has an opportunity to participate in brainstorming, discussion and problem solving
- sharing ideas and opinions
- ensuring information is kept confidential

Committee Responsibilities

1. To work in partnership with Langs' staff and board of directors to ensure that the strengths/ capacities and needs of the participants and the community are identified and met within the resources of the organization.
2. To ensure that the voice of community residents and participants is considered by providing input and making recommendations in all aspects of planning, delivery and evaluation of North Dumfries Community Health Centre programs and services.
3. To review proposals for program/services from residents, staff, community partners and action teams and make recommendations to the board of directors.
4. To ensure that the North Dumfries Community Health Centre programs and services support the organization's vision, mission and goals.
5. To encourage linkage/coordination across North Dumfries Community Health Centre program areas including medical services, health promotion, volunteerism, early years and youth programs.
6. To monitor the quality of North Dumfries Community Health Centre programs and services by receiving feedback from community residents, participants and community partners.
7. To provide input into Langs policies, procedures and practices (e.g., registration, eligibility requirements).
8. To provide a forum for problem solving issues with action teams, program volunteers, staff and community partners.
9. To promote North Dumfries Community Health Centre programs and services and volunteer opportunities in the community through active communication, information sharing and outreach.
10. To prepare and present a report for the Langs annual general meeting.