

Communication Team

TERMS OF REFERENCE

January 7, 2013

Background

Throughout the 2011/2012 Community Action Resource Project (CARP), Network members, service providers, community members and other stakeholders identified the need for more effective communication between Network members, integration teams, community partners and the broader community. In fact, focus groups and community surveys revealed that the Network was unknown to many. This led to the addition of a Communication Team to the new Network structure which was approved by the Core Integration Team on June 28, 2012. A Communication Working Group met on September 12, 2012 to make some interim decisions on the new website and draft communication plan. The first official meeting of the Communication Team was held on December 3, 2012.

Mandate:

The Communication Team is responsible for developing and implementing a communication plan which includes strategies for communication throughout the Network, with and between organizations and the community. Strategies will include common branding, parent/youth engagement and CYSN website. In addition, this Team responds to the communication needs of the Network, Coordinating Team, priority committees and working groups.

Membership:

The Team is comprised of a broad spectrum of community service providers and individuals with expertise in communication, marketing, community engagement and social media, and the coordinator. Membership will include, but not be limited to, representatives from:

Algonquin and Lakeshore Catholic District School Board
Children and Youth Services Network (resource)
Community Living Prince Edward
Family Space Quinte
Hastings and Prince Edward District School Board
Hastings and Prince Edward Learning Foundation
Highland Shores Children's Aid
Trenton Military Family Resource Centre
United Way Quinte

Communication Team

TERMS OF REFERENCE

January 7, 2013

Meetings:

The Team will meet on the 3rd Monday afternoon of each month except July, August and December.

Meetings will be held at Children's Mental Health Services, 3 Applewood Drive, 3rd Floor, Belleville. Meetings may be attended via teleconference and/or video conference.

Minutes will be taken at each meeting.

A quorum consists of a simple majority of Team member organizations.

Governance:

Team meetings will be facilitated by two co-chairs who have been appointed by the Team for a period of up to two years and endorsed by the Network. At least one of the co-chairs must be an attending member of the Children and Youth Services Network. Co-chairs will be responsible for preparing agendas, reporting on the work of the Team at Network meetings, as needed, and reporting any feedback from the Network to Team members. An attending member of the Children and Youth Services Network will be selected by the Team to sit on the Coordinating Team. Each team member organization is entitled to one vote and co-chairs may vote at meetings.

Accountability:

The Team reports to the Network through its co-chairs. Co-chairs in turn report on Network meetings to the Team.

A Team representative will sit on the Coordinating Team to assist with the organization of Network meetings, identify issues, review membership and partnerships, provide general direction to the coordinator, provide information and advise the Network.

Team Co-chairs, Coordinating Team representative, work plan, Terms of Reference (TOR) and recommendations are to be endorsed by the Network. The Committee will review and update the work plan and TOR annually.