

Coordinating Team

TERMS OF REFERENCE

February 15, 2013

Background

Following the Community Action Research Project (CARP), community champions were identified at a retreat in April 12, 2012 to review purpose, structure and scope of the Network. The Restructuring Working Group was formed and held its first meeting on May 24, 2012. One of their tasks was to look at different models to determine what would work best in Hastings-Prince Edward. The Hamilton Best Start model was favoured. A component felt to be of great value was the existence of a group that prepared meeting agendas and helped keep the Network action-oriented and focused on furthering the shared vision and mandate. As a result, the Coordinating Team was established and held its first meeting on February 15, 2013.

Mandate:

The Coordinating Team is responsible for developing processes to support effective decision-making by the Network. The Coordinating Team receives agenda items from teams, committees, working groups and community partners, organizes Network meetings, and provides general direction to the coordinator in the development of Network agendas. The Team also reviews Network membership and partnership in order to identify gaps.

Membership:

The Team is comprised of Network co-chairs, a Communication Team representative, a representative from each priority committee, network coordinator and data analysis coordinator. Coordinating Team meetings are open to any Network member who wishes to attend.

Meetings:

The Team will meet before and after every Network meeting.

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

The coordinator will prepare a draft meeting agenda for review by the co-chairs before distributing to team members. Minutes will be taken at each meeting and posted on the CYSN website.

For approval by Children and Youth Services Network on February 28, 2013

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The role of the data analysis coordinator is to act as a community resource and respond to the needs of the Network in the areas of data collection, interpretation, research tools and evaluation.

A quorum consists of a minimum of 3 members, including at least one co-chair.

Governance:

Team meetings will be facilitated by the network coordinator.

Communication Team and priority committee representatives, approved by their respective team/committees and endorsed by the Network, will present issues from their respective team/committees to determine what goes to the Network. This will ensure that Network meetings remain focused and action-oriented.

Decisions will be arrived at through consensus. If consensus cannot be reached, the team will vote according to quorum. Each team member is entitled to one vote and co-chairs may vote at meetings.