

Community YOUTH Initiative

Brockville and Surrounding Area

Terms of Reference

April 2019

Background

The Committee was convened in October, 2018, in response to a heightened concern among community members in Brockville and the surrounding area regarding youth criminal behaviour, mental health, and substance abuse.

Purpose

In partnership with other local and regional groups, this *initiative* will **promote and facilitate a safe and healthy community for young people:**

The *coalition partners/members* will achieve this through:

- **Strategy development** - development of both short and long term strategies to support identified needs related to youth, families and services
- **Strategy co-ordination** - coordination and implementation of identified strategies
- **Communication** - ensuring effective communication practices amongst services providers,
- **Advocacy** - and awareness

Functions of the committee include:

1. Sharing and Assessing needs/gaps/opportunities/trends in the area related to youth, families and services
2. Identifying specific issues and solutions to those issues
3. Coordinating existing resources among community organizations, governments and individuals to ensure youth are effectively served
4. Advocating for strengthened and improved services for families and youth
5. Developing/exploring/supporting longer-term community strategies

Membership

The membership is cross-sectoral and representative of those community partners who provide services, programs, treatment, support and protection for youth and families in Brockville and surrounding area.

**Emphasizing the importance of youth voice and supporting this by ensuring the youth voice is present at the table, via varied mechanisms, to share ideas and support in decision making.

See Appendix A for membership list.

Attendance

- Membership is premised on the principle that agencies and their representatives will commit to active participation through regular attendance at meetings.

Responsibilities of Co-chairs

- Work collaboratively with the membership
- Serve as the “voice of the committee” - e.g. represent the committee to outside groups and other interested parties
- steward the committee to establish objectives, goals, outcomes, work plans, etc.
- Meeting facilitation - e.g. ensure committee meetings are relevant, need fulfilling and effective, attend and facilitate meetings, set the agenda and schedule for meetings, ensure accurate minutes are completed and disseminated amongst the members.

The co-chairs will ensure the Terms of Reference are reviewed and approved by the membership annually or as needed.

Responsibilities of Committee Members

- Exchange information and perspectives from their respective organization with the members at the table. Consumers provide input
- Provide information received at the table to the home agency co-workers to enhance information sharing and improved service delivery to clients
- Take follow up action on projects as agreed to by the committee
- Engage in inter-agency problem-solving in order to meet the goals
- Identification of gaps in service should be undertaken with the view to assist partner organizations to address the gaps or to collaborate on ways to advocate with the government/ministries for creative means of addressing the gaps

Terms

- A chairperson/co-chair will be elected annually for a one year term at the January meeting

Decision Making

- The Committee strives to achieve consensus on decisions.

Meeting Structure

- Minutes will be recorded by the chair/-co-chair or designate, who will then provide members with an electronic copy of the minutes prior to the next scheduled meeting. The chairperson/co-chair will also circulate an agenda for the next meeting prior to the meeting date
- Meetings will be held monthly.
- The chairperson/co-chair may call additional meetings as necessary
- The chairperson will preside over the meetings. If the chairperson is unable to attend a meeting the members present at the meeting will select a chair

