



Terms of Reference

Living Document; Subject to Change

7/5/2011



Salmon Arm Early Childhood Development Committee

Terms of Reference, July 5, 2011 * *Living Document; Subject to Change*

VISION

To have a Community and a region that recognizes the importance of the early childhood years, shares responsibility for investing in young children, and supports their families in order to have the best possible future.

MISSION

The committee works together with families and community partners to promote healthy early childhood development.

GOALS

The overall goal of the committee is to develop a model of coordinated delivery of accessible and sustainable services. We do this through community partnerships and collaboration which meet the needs of families, particularly those most vulnerable due to poverty and other circumstances relating to social health.

- To raise community awareness of the importance of ECD and therefore the need for sustainable ECD programs
 - To develop a model for coordinated delivery of ECD services with community partnerships that define and implement appropriate programs, services, and projects for children ages 0-6
 - To strengthen and maintain communication between service providers
- To improve capacity, access, and participation in ECD



Salmon Arm Early Childhood Development Committee

Terms of Reference, July 5, 2011 * *Living Document; Subject to Change*

MEMBERSHIP

Criteria

- Membership is open to individuals and/or organizations that support and are committed to our vision and mission statements and advocate for and promote healthy early childhood development
- Core committee members are required;
 - To attend and be prepared for regular daytime monthly meetings (duration approximately 1.5-2 hrs)
 - To have read monthly meeting packages prior to the meeting
 - To participate on a subcommittee
 - To attend a yearly Strategic Yearly Planning Session (duration approximately 5-7 hrs)
 - To have a willingness to volunteer and support at least one ECD community event

Membership Levels are;

Core Committee Members

- Must attend 50% of the monthly meetings in the previous 12 months. May send an alternate, if they are unable to attend a monthly meeting (alternates will not have voting privileges)
- After completing a three month orientation to learn about the committee, members are eligible to vote at all meetings
- Will receive all ECD meeting packages and periodically will receive relevant reading material information. Packages will include agenda, last month's meeting minutes, coordinator's reports and any other pertaining information
- Members are expected to notify the ECD Coordinator if they are or unable to attend each scheduled meeting via email response. If unable to attend, members can submit their comments on agenda items in writing to the ECD Coordinator, which will then be shared with the committee
- Must attend the annual strategic planning session where members will participate in creating and reviewing the upcoming years strategic plan usually held in late Fall



Salmon Arm Early Childhood Development Committee

Terms of Reference, July 5, 2011 * *Living Document; Subject to Change*

Core Committee Members Continued

- Members will be respectful and work in a collaborative atmosphere with each other and the ECD Coordinator to guide and implement the annual ECD Strategic Plan
- Provide direction on committee activities to the ECD Coordinator and the host agency for allocation of resources and financial decisions and budgets
- Annually revise and review “Terms of Reference” document
- Subcommittees will be formed as needed, time commitment will vary depending on the committee’s needs. This could be conducted by email, phone or in person
- Subcommittees based on strategic plan will meet at every third regular monthly meeting to work together on their subcommittee objectives
- Provide information and direction on early childhood development to Local, Regional, Provincial, and Federal Authorities
- It will be up to the Committee member to use good judgement and openness about personal dealings with the ECD committee business to ensure that a conflict or the perception of a conflict between his or her personal interests and his or her role as a member of the committee does not arise or is declared if it does arise.

Members at large

- Are welcomed and encouraged to attend monthly meetings, however do not have voting privileges
- Will receive the monthly meeting minutes by request only
- Will be available to be called upon occasionally, by the coordinator or the committee, for input and collaboration on ECD endeavors

Others

- Other expertise or selected contractors may be invited on a consultative basis to attend committee meetings.



Salmon Arm Early Childhood Development Committee

Terms of Reference, July 5, 2011 * *Living Document; Subject to Change*

SALMON ARM EARLY CHILDHOOD DEVELOPMENT CORE COMMITTEE MEMBERS



North Okanagan-Shuswap School District #83
Board of Education



ECD Coordinator

- Implement ECD strategic plan as directed by the Committee
- Orientation of new member's (including a review of the terms of reference)
- Generates & distributes the monthly meeting packages (agenda, last monthly minutes, coordinator report and any other pertaining documents) one week prior to meeting date
- Prepared to take meeting minutes of the absence of the ECD Administration
- A job description for the ECD Coordinator has been designed that clearly outlines her responsibilities to the ECD Committee.

ECD Administration

- Takes meeting minutes
- Assists the ECD Coordinator and the committee for all administrative requirements

Hosting Agency – Shuswap Children's Association

- Carries out bookkeeping support and disbursement of funds for the ECD Committee contract



Salmon Arm Early Childhood Development Committee

Terms of Reference, July 5, 2011 * *Living Document; Subject to Change*

PROCEDURES FOR MEETINGS

1. The ECD Committee will meet at 2:30 pm on the first Tuesday monthly, unless the committee agrees to change the meeting date. Exceptions are statutory holidays, members will then agree on another date one month in advance.
2. The ECD Coordinator drafts & distributes agendas 7 days prior to a scheduled meeting. Members are to forward any specific interest agenda items prior to the distribution date of the meeting package.
3. The monthly agenda will outline the format for the monthly meetings.
4. Alternating chairperson(s) will be designated to run the monthly meetings, one month prior. Meetings will generally last to a maximum of two hours.
5. Meetings are usually held at the Shuswap Children's Associations meeting room, unless otherwise specified.
6. The host agency will provide quarterly financial reports.
7. Minutes of all meetings will be recorded and distributed promptly by email. Minutes will be reviewed by core committee members and approved at the next monthly meeting.
8. An annual strategic planning session will be held for the review of goals and setting of action priorities.
9. Extraordinary meetings will be held on a needed basis, scheduling of the meetings will take place with input from core committee members.





Salmon Arm Early Childhood Development Committee Terms of Reference, July 5, 2011 * *Living Document; Subject to Change*

DECISION MAKING

1. The committee aims to make decisions by consensus where possible. Consensus means that everyone has the opportunity to have their input listened to and considered. Consensus decision making does not mean total agreement. It does mean everyone understands the basis and background of the decision and can support it based on these elements.
2. Motions will be made at meetings and voted on by the core committee members.
3. Decisions that cannot be made by consensus are decided by majority vote, tie votes are a minority vote.

