

TERMS OF REFERENCE
October 2020

Mission Statement

familiesforward (Fort Rouge/ River Heights Parent-Child Coalition), supported by the Department of Families Manitoba, is committed to nurturing healthy children and families in the Fort Rouge/ River Heights community. We service all families with children aged 0 to 6 years, with a priority focus on ages 1 to 4 years.

Goals

- To engage community partners from the public, private, volunteer and other sectors in a shared vision to support healthy children, families and communities.
- To establish a working coalition of community stakeholders to identify needs and priorities and to develop a sustainable plan for addressing those needs in a manner appropriate to the community.
- To support early childhood development and parenting activities that complement, build upon and enrich existing programs or introduce new programs to address identified gaps in services or resources.
- To promote healthy outcomes for children and families through the priority activities of parenting, nutrition and healthy living, literacy and learning, and community capacity building.
- To demonstrate, in partnership with The Department of Families, the impact of initiatives through measuring and monitoring program outcomes.

Objectives

- Support learning, literacy/ numeracy and language-based activities in the community.
- Support healthy living and nutrition in the community.
- Support positive parenting.
- Support community capacity by fostering a sense of neighbourhood, inclusivity and maximization of community resources.

Members

This is a volunteer coalition comprised of representatives from all sectors of the community, including and not limited to health, education, family services, child care, recreation services, faith organizations, business, parents, and community members at large.

Membership types:

- *Active Coalition Members:* Attend meetings regularly and/ or participate in committee work
- *Engaged Community Members:* Receive meeting minutes and attend meetings occasionally

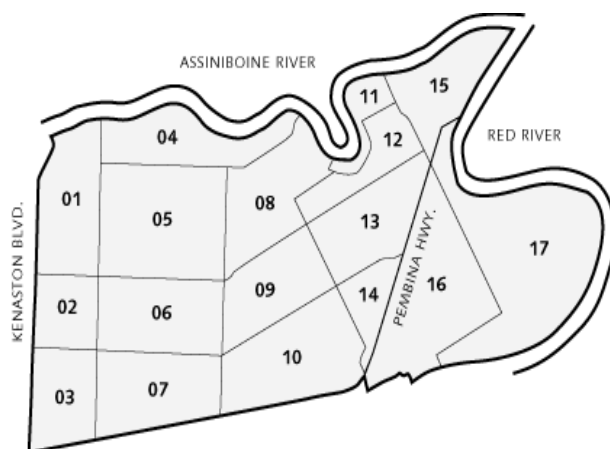
Meetings

The full coalition will meet a minimum of four times annually. Sub-committees will meet as needed. All meetings can take place in person, virtually or a combination of both, depending on the needs of the specific community members and public health recommendations.

The coalition will plan to meet according to the following calendar:

- April: AGM – Full membership
- May: Executive meeting
- June: Full membership with an optional PD presentation
- July: Break
- August: Break
- September: Executive meeting
- October: Full membership and selection committee meeting (if required)
- November: Executive meeting
- December: Full membership
- January: Break
- February: Executive meeting
- March: Full membership with program celebration and selection committee meeting

Geographic Boundaries



01 Sir John Franklin	07 South River Heights	13 Earl Grey
02 Central River Heights	08 Crescentwood	14 Ebby Wentworth
03 Mathers	09 Rockwood	15 River Osborne
04 Wellington Crescent	10 Grant Park	16 Lord Roberts
05 Northern River Heights	11 Roslyn	17 Riverview
06 Central River Heights	12 McMillan	

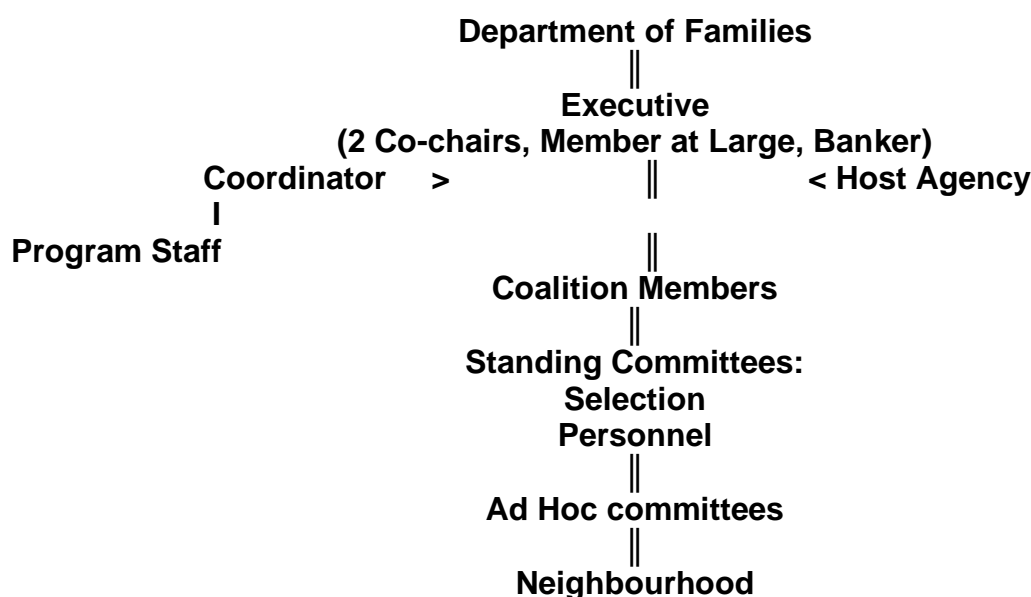
Authority

The coalition will use consensus as the procedure for decision making. If consensus cannot be attained, the issue shall be put to a vote, requiring 75% majority in order to be carried.

All financial decisions shall require a recorded motion supported by 75% of the members present.

Quorum for **familiesforward** shall be 50% of active membership. Active membership will be determined annually at the anniversary date (April).

Structure



Executive

The executive will consist of two co-chairs, a representative from the Host Agency (Banker) and a member-at-large. We will hold elections for open executive positions at the AGM.

- Shall oversee the work of the coalition
- Shall convene a minimum of 4 coalition meetings per year
- Shall add other standing or ad-hoc committees as the need arises
- Shall ensure the work of the coalition is meeting the mandate of the terms of reference
- Shall schedule a review of the terms of reference to ensure it is continuing to meet the needs of the community
- Shall provide direction to the Coordinator regarding her/ his role and responsibilities as specified in the Coordinator's job description. Shall complete an annual Personnel Evaluation for the Coordinator.

Chairperson

- A shared position of two co-chairs; terms of each co-chair shall be two years in length and shall be staggered
- Shall chair all meetings of the coalition and its executive
- Shall ensure that required documents are submitted in a timely fashion to the Department of Families and other collateral agencies
- Representative to the Department of Families.

Member-at-Large

- A one-year term position elected at the AGM each year
- Shall participate on the executive committee
- Shall represent the coalition at Department of Families events if required

Coordinator

- Shall fulfill the responsibilities of secretary and shall keep minutes and provide reports to the coalition
- Shall record and circulate minutes of all coalition and executive meetings
- Shall keep an updated list of members
- Shall provide notice of meetings
- Shall coordinate financial statements with the banker for review by the coalition at each meeting.
- Shall be an ex-officio non-voting member
- Shall provide support and make recommendations to the coalition regarding community needs
- Shall seek advice and guidance regarding issues and task/ project direction
- Shall provide outreach to identified areas of the community at the grassroots level
- Shall connect individuals and families to programs and resources
- Shall perform site visits and act as a resource to funded programs and organizations
- Shall promote “On the Road to Best Practice”, training and professional development opportunities
- Shall encourage community members to be actively involved in **familiesforward**
- Shall maintain social media and online communication of the coalition
- Shall provide supervision and support to program staff hired to run coalition programming

Host Agency (Banker)

- Shall be the banker for the coalition (for purposes of financial reporting, our fiscal year will be April 1st to March 31st)
- Shall be an incorporated body
- Shall be responsible for receiving quarterly funds from the Department of Families, depositing funds into the account that is held for **familiesforward** by the

banker, and distributing the funds on behalf of **familiesforward** as directed by the Coordinator, as approved by the coalition.

- Shall be the signing authority on the bank account held by the banker for **familiesforward**
- Shall hold the employment contract for the Coordinator and all program staff.
- Shall be responsible for providing the Coordinator with financial and banking information before each coalition meeting and as requested. The Banker shall also provide the semi-annual financial statements for submission to the Department of Families.

Grant Selection Committee

- Shall approve project funding for up to a maximum of \$5,000 per project to community or non-profit organizations. Organizations must be an incorporated not-for-profit or charity. Grassroots projects may apply if working in partnership with an incorporated body.
- Shall recommend any project requesting funding over \$5,000 to the coalition for approval by the Department of Families
- Shall meet as necessary to review applications for funding
- Shall establish and review guidelines, application procedures and evaluation forms
- Shall provide reports to the coalition
- Shall review and award requests for funding for training and professional development

Personnel Committee

- Shall be comprised of at least one of the co-chairs of the coalition and a representative from the Host Agency. One additional member of the coalition may also be a member of this committee.
- Shall be responsible for hiring, supervision and direction of paid staff
- Shall meet as necessary with paid personnel

Active Coalition Member

- Shall attend meetings
- Shall participate on committees as needed
- Shall promote the coalition
- Shall review terms of reference as needed
- Shall volunteer at coalition events, if possible