



## **Our Kids Network Senior Executive Group Terms of Reference**

### **1. Vision**

All Children Thrive

### **2. Mission**

Healthy development, security and safety of all children, youth and families through collective action.

### **3. Purpose**

Our Kids Network as a collective works towards the common vision and the Halton 7. Our Kids Network also provides backbone support to ensure that the collective efforts of the Network are meaningfully and adequately supported.

### **4. Values**

- Working Together
- Building Evidence
- Holistic Approach
- Positive Child and Youth Development
- Continuous Improvement
- Engagement

### **5. Results**

- Children are Healthy
- Children are Learning
- Children are Positively Connected
- Children are Safe
- Families are Strong and Stable
- Schools are Connected to the Community
- Neighbourhoods are Where We Live, Work and Play



## 6. Scope

The Our Kids Network (OKN) will focus on prenatal to 18 years. OKN is the planning body for children and youth in Halton.

The Senior Executive Group (SEG) will:

- provide oversight and direction to the Our Kids Network
- oversee the provision of backbone support to the Network and community stakeholders.

## 7. Role

As an OKN Protocol Partner and Advocate it is the responsibility of the SEG member to advance the spirit of “All Children Thrive” in Halton and the intentional collective impact of Our Kids Network.

The role and responsibilities of a Senior Executive Group (SEG) member include:

### (i) Externally

- Ensure that the shared OKN vision and strategy guides the work of all OKN partners.
- Educate policymakers and elected officials about effective strategies for *ensuring All Children Thrive* in Halton.
- Empower community members to take action on achieving the Halton 7.
- Ensure OKN is an effective catalyst for achieving community-level progress.

### (ii) Internally

- Ensure that the shared OKN vision and strategy guides the work of your organisation.
- Educate your organisation and Board of Directors about effective strategies for *ensuring All Children Thrive* in Halton.
- Empower members within your organisation to take action on achieving the Halton 7.
- Ensure OKN is an effective catalyst for achieving progress within your organisation.
- Identify and Empower an OKN senior level Champion within your organisation.



### **(iii) Within Collective Action**

- Intentionally guide the vision and strategic directions of OKN
- Actively promote OKN's collective direction for innovation and change in the region
- Support collaborative partnerships to develop new approaches to advance the work of OKN
- Support the establishment and monitoring of shared measurement practices across Halton
- Secure organisational funding and ensure resource acquisition to support OKN initiatives and activities
- Provide fiscal and policy oversight

## **8. Membership**

The Senior Executive Group is comprised of the senior representative from each protocol partner.

New members will be invited to join the protocol partnership and the SEG based on the following criteria:

- organization has a regional mandate
- organization contributes financially to OKN budget to support vision and mission

New members require approval of seventy five percent (75%) of current members.

To ensure continuity, members will strive to be present at all meetings. In the rare occasion when a member is absent, that member will arrange for the identified alternate to attend. Each protocol partner can choose to have their back-up attend each meeting, but only 1 protocol partner has a vote at each meeting.

## **9. Meetings**

- Quarterly (4 times per year) as a minimum
- Special meetings will be at the call of the Chair



## **10. Designation and Role of the Chair and Vice Chair**

The Chair and Vice Chair will be selected by the members for a term of 2 years and will be the voice for OKN.

The roles and responsibilities of the Chair and Vice Chair include:

- i. establishing the agenda in consultation with Director
- ii. chairing the meeting. In the event of the Chair's absence, the Vice Chair will take on the responsibilities of the chairing the meeting
- iii. ensuring that the decisions of the SEG Council are carried out and recommendations are communicated to the CIPC.

## **11. Decision-Making Procedures**

- i. The SEG will generally make decisions by consensus.
- ii. Where consensus cannot be reached (i.e. the decision cannot be supported by all members), a formal vote will occur and be documented in minutes as "approved" or "defeated."
- iii. A quorum is 51% of voting members.
- iv. It shall be noted in the minutes that a quorum was met or not met.

## **12. Declaration of Pecuniary Interest**

SEG members have an obligation to disclose all pecuniary interests, direct or indirect, real or perceived, in any matter at the meeting under consideration. Members who declare a conflict may not discuss or vote on the matter.



### **13. Reporting**

Annually, SEG will ensure that there is a reporting of the progress of the initiative to all stakeholders.

### **14. Review**

Terms of reference will be reviewed every 2 years

### **Attachments:**

Terms of Reference Appendix

\*\*\*add Collective Impact and Backbone Organization one pager \*\*\*