



Collective Impact - Committee Levels to Enhance Capacity and Commitment

Committee	Role and Responsibility	Membership	Role of Committee Chair/Co Chair
SEG	<ul style="list-style-type: none"> Provides oversight and direction to the Our Kids Network 	<ul style="list-style-type: none"> SEG is comprised of the senior representative from each protocol partner. Each protocol partner can choose to have their back up attend each meeting as well, but only 1 protocol partner has a vote at each meeting. OKN Director 	<ul style="list-style-type: none"> Establish agenda in accordance to the work plan and in consultation with Director Chair meeting Ensure that decisions of SEG are carried out and recommendations are communicated to CIPC
CIPC	<ul style="list-style-type: none"> Implement the Vision, Mission and Strategic Directions of the Our Kids Network as approved by the Senior Executive Group. Reviews yearly structure/process of standing committees and workgroups and aligns the work of all standing committees Formalize linkage between standing committees and backbone support 	<ul style="list-style-type: none"> Co-Chairs of the Standing Committees Senior level staff from each protocol partner OKN Director 	<ul style="list-style-type: none"> Liase and work with the chairs of other committees Establish agenda and schedule meetings Facilitate meetings in a focused, encouraging, inclusive and timely manner Follow up with members who have missed 2/3 consecutive meetings to discuss ongoing participation Establish work group/sub committees as required Support working groups - ensure workgroup updates on agenda and their work plans are aligned and on track Provide leadership in development of a work plan that aligns with the OKN vision and mission

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Edited October 21, 2015 – to align language



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			<ul style="list-style-type: none"> Ensure that decisions of committee are carried out and recommendations are communicated to SEG as well as respective OKN committees
Planning	<ul style="list-style-type: none"> Planning Committees work on specific initiatives and projects and advance the philosophy and outcomes of OKN. They have a common factor (i.e. age or stage) or content area of focus. 	<ul style="list-style-type: none"> Currently consist of Early Years, School Years, Community Partners, Children’s Mental Health & Developmental Services Members are voting members who sign a commitment form (appended) Balanced membership of OKN protocol partners and participating organizations that represent organizations that are region wide and have impact on children Includes Sector members i.e. libraries, YMCA, parks and recreation, OEYC, etc. There are no sector reps on CMHDS. (Job Description attached) Resource members such as OK staff, Ministry staff, DAC, Literacy Consultant and agency admin/support staff 	<ul style="list-style-type: none"> Establish agenda and schedule meetings Facilitate meetings in a focused, encouraging, inclusive and timely manner Follow up with members who have missed 2/3 consecutive meetings to discuss ongoing participation Establish work group/sub committees as required Support working groups - ensure workgroup updates on agenda and their work plans are aligned and on track Provide leadership in development of a work plan that aligns with OKN vision, mission and Halton 7 Ensure that decisions of committee are carried out and recommendations are communicated to CIPC as well as respective OKN committees Co-chairs of Standing Committees will participate on CIPC as a voting member

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		are non-voting members	
Alignment and Coordination	<ul style="list-style-type: none"> Work on network wide areas of focus 	<ul style="list-style-type: none"> Currently consist of the Developmental Assets Strategy Table, Halton Parent Advisory Committee, and Service Coordination 	<ul style="list-style-type: none"> Establish agenda and schedule meetings Facilitate meetings in a focused, encouraging, inclusive and timely manner Follow up with members who have missed 2/3 consecutive meetings to discuss ongoing participation Provide leadership in development of a work plan that aligns with OKN vision and mission Ensure that decisions of committee are carried out and recommendations are communicated to CIPC
Sub Committee	<ul style="list-style-type: none"> Sub committees are workgroups for Standing Committees and CIPC 	<ul style="list-style-type: none"> Members can be drawn from the broad Halton community and can include other standing committee members, agency representatives, parents, youth, not for profit organizations, school boards, government, service clubs etc that work with children and youth. 	<ul style="list-style-type: none"> Establish agenda and schedule meetings Facilitate meetings in a focused, encouraging, inclusive and timely manner Follow up with members who have missed 2/3 consecutive meetings to discuss ongoing participation Provide leadership in development of a work plan that aligns with OKN vision and mission Ensure that decisions of committee are carried out and recommendations are

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			communicated to Planning Committee/ CIPC
Support (Backbone)	<ul style="list-style-type: none"> Provide assistance to all committees and improve functionality of network. 	<ul style="list-style-type: none"> Research and Evaluation, Knowledge Mobilization and Communications Advisory 	<ul style="list-style-type: none"> Establish agenda and schedule meetings Facilitate meetings in a focused, encouraging, inclusive and timely manner Follow up with members who have missed 2/3 consecutive meetings to discuss ongoing participation Provide leadership in development of a work plan that aligns with OKN vision and mission Report to CIPC on a regular basis

***All committees make decisions by consensus (must have quorum)**

Orientation

- Orientation package forwarded to new members along with TOR for committee, list of committee meeting dates, list of committee members and contact information, copies of the minutes of the last 3-4 meetings
- This can be in hard copy placed in binder and/or electronic format. It is an expectation that as a member leaves the committee that they pass on the binder and provide an overview to their replacement
- Some committees have one designated person who will engage new members, meet with them and provide an overview. This could be done in groups, before or after standing committee meeting or at a mutually convenient time. **This should be a best practice for all committees**
- Feedback from members that have gone through orientation session has been gathered to revise and enhance the orientation package and process.

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- Early Years Committee members sign a Commitment Form annually which states their commitment and who will be their alternate in case they cannot attend meeting. The alternate must be knowledgeable and prepared for the meeting. A Sector alternate should be mutually agreed upon among the peer organizations that are being represented. **It is recommended that all Standing Committees adopt this practice.**

Communication between Committees

- Chair/Co Chairs report updates from CIPC at their Standing Committee (**standing agenda item**)
- Updates at CIPC from Chairs/Co-chairs of Standing Committees at CIPC as needed
- SEG Report and minutes to be included with Standing Committee Agenda quarterly - this will facilitate information across the network

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