

TERMS OF REFERENCE

- I NAME** **COMMUNITY ADVISORY COUNCIL
(DURHAM CHILDREN'S AID SOCIETY)**
- Status (Term of Council):** Advisory
- II PURPOSE** The purpose of the Council is to provide a collaborative and transparent forum to raise and discuss systemic issues relating to child welfare in Durham Region's black and/or oppressed communities, and to make suggestions and recommendations to the attention of the Society.
- General Responsibilities:** Serve in an advisory and consultative capacity, making recommendations to improve the service experience of children, youth and families.
- Identify challenges and opportunities around systemic issues, including racism.
- Advance community engagement.
- Duties:** Work in a collaborative and positive way for the enhancement of high-quality service delivery, by:
- Developing a process to identify and prioritize matters for discussion, based on trends and themes arising from the community.
 - Providing feedback to the Society on operational and governance matters, as appropriate.
 - Developing community consultation and outreach processes.
 - Advocacy – there may be an advocacy role for the Council, as determined on a situational basis.
- Note: not specific case problem solving.
- To review its Terms of Reference as required.
- To maintain accurate minutes of the Council meetings.
- Maintain the confidentiality of documents, and where appropriate, Council deliberations.
- III MEETINGS:** The Council will establish its meeting schedule.
- The schedule may be varied by mutual consent of the Council Members.
- Additional / Extraordinary meetings will be scheduled as necessary.
- Members are required to advise the Council of their inability to attend a meeting.

IV OPERATIONS Meetings will be conducted in the spirit of collaboration, transparency, accountability, and respectfulness, and in doing so, will refer to the Board of Directors' "Code of Conduct" policy, "Conflict of Interest Policy", and the AO Steering Committee meeting guidelines.

V COMPOSITION

Chair: The Council will be jointly and cooperatively chaired by a member of the community and a member of the agency who is either an employee or a Board member.

The co-chairs will ensure deliberation will be fair, open and thorough but also timely, orderly and succinct, always respecting the valued opinions of others on the Council.

Membership The Council shall be composed of 13 members, as follows:

Representation from the Society (Staff) - 3 Members

Society staff shall include but not be limited to: Executive Director, Director of Services, Anti-Oppression Practice Integration Leader (AOPIL).

Representation from the Board of Directors – 3 Members

Board representation will be determined by the board of directors.

Representation from the Community – 7 Members

Community members will be representative of various stakeholder groups. A selection process for community representatives, based on criteria for membership, will be established by the initial Council, and the recruitment process, based on those criteria, will be pursued. If there is a vacancy in the community representation, there would be active recruitment to fill the spot by the community.

All members of the Council share responsibility for the work of the Council.

Term of membership: Community representatives: 3 years – rotational system
Society and Board representatives: appointments to be reviewed annually

Quorum: Society: 2/3 of representatives (i.e., quorum = 2 staff)
Board: 2/3 of representatives (i.e., quorum = 2 board members)
Community: 50% + 1 of sitting representatives (i.e., if all 7 members are sitting, then quorum = 5)
Members unable to attend in person may participate via teleconference.

VI GOVERNANCE

Decision-making: Decisions are made in the best interests of children, youth and families, within the mandate of the Society as governed by the CFSA.

Decisions will be made by consensus, wherever possible, but where consensus cannot be reached, decisions will be made by majority vote.

Risk Management The Council is responsible for adhering to the purpose of the Council, and communicating outcomes.

Authority: The Council shall make recommendations to the Executive Director, who will determine the appropriate channel for addressing them, depending on the nature of the recommendations (e.g., operations, governance). The Executive Director will provide feedback to the Council as to the outcome of the recommendation.

Parliamentary Guide: Robert's Rules of Order will be the parliamentary guide for the Council.

VII ACCOUNTABILITY

Reports To: The Executive Director is accountable to direct recommendations from the Council as appropriate and to provide feedback to the Council as to the outcome.

Timeframes, Deadlines: Timeframe to be determined by the Council, as needed.

VIII RESOURCES

Staff Support: The Executive Director will designate appropriate support staff to each Council.

Other Resources: To be determined by the Executive Director, as required.

IX RELATED POLICIES / BY-LAWS

(Linkages to any specific legislation, policy etc that pertain to this Council.)

- Durham CAS Strategic Plan 2016-20
- Board Policy – Board of Directors' Responsibilities
- Board Policy - Code of Conduct
- Board Policy – Conflict of Interest
- AO Steering Committee Meeting Guidelines
- Ministry, OACAS and other pertinent / applicable documents

X APPROVAL / REVIEW DATE

Approved as amended by Durham CAS Community Advisory Council, November 29, 2016.