



## **Circle of Partners**

### **TERMS OF REFERENCE**

---

#### **PURPOSE**

The Circle of Partners (CoP) exists to provide strategic direction to the Oceanside Health and Wellness Network (OHWN) and Action Group(s); oversee the goals, objectives and strategies identified for the Network; and monitor metrics related to key determinants of health in Oceanside. Acting as the steering group for OHWN, the CoP provides leadership by promoting and supporting collaborative practices and the principles of collective impact.

#### **MEMBERSHIP**

The CoP is a core group of leaders from the Network who are passionate, enthusiastic, forward thinking. They represent diverse perspectives within the context of each issue and are committed to collaboration to move actions forward to achieve identified goals and objectives. A concerted effort will be made to ensure there is diversity within its membership, including a range of knowledge, skills and experiences; people from a variety of geographical locations, organizational involvement, cultural backgrounds; as well as gender and demographic representation. Members may be from organizations or the community at large. OHWN will seek to have up to fifteen members on the CoP: twelve who are Network members and elected by ballot by the CoP, one representing the Regional District of Nanaimo (RDN) and two from the Vancouver Island Health Authority (VIHA). Both the RDN and the VIHA members will be selected by their respective organizations.

#### **COMMITMENT AND TERM**

CoP members are committed to attending monthly meetings of OHWN for a period of at least two years. If a member can no longer attend, the CoP will determine how the position will be filled.

To transition to the fifteen-member CoP, the CoP will ensure six members are elected for one-year terms and the other six for two-year terms. Subsequently, all terms will be two years in duration. The intent is to have the terms staggered so that only half of the positions are due for renewal in any given year. Network members will be notified as CoP positions become available, and elections will be held each spring. Former CoP members may choose to stand for re-election.

The RDN and VIHA will ensure that the CoP is notified immediately of any changes to their appointed representatives.

#### **ROLES AND RESPONSIBILITIES**

All COP members will meet regularly to review the status of the Strategic Plan, develop strategies to achieve organizational goals, identify and oversee the formation of Action Groups to address strategic issues, implement strategies and actions, and evaluate the effectiveness of OHWN activities. Members will be expected to identify how they or their organizations can contribute to OHWN's collective priorities.

**Chair** – The Chair is a volunteer leadership position that is filled by an active member of the CoP. The Chair oversees the work of the Coordinator, acts as the main spokesperson for OHWN, and is accountable to the CoP.

**Term:** Annual election by the members of CoP. May serve consecutive terms.

**Role:** Chairs OHWN meetings, confirms the agendas, reviews/approves minutes, approves expenditures, and oversees the Coordinator's activities (including sitting on the Hiring Committee, providing direction, monitoring the work, and reviewing/approving invoices). The Chair may designate a temporary replacement from the CoP to chair meetings or make decisions in the case that he/she is unable to at any given time. If the Chair resigns or goes on leave for longer than one month, an interim Chair will be appointed by the members of the COP by general consent, or in the event of more than one interested member, by email ballot overseen by the Coordinator or at the next CoP meeting. For additional support to the Chair or for training purposes, a Vice-Chair may be appointed at any time upon recommendation of the Chair and by agreement of the CoP.

**Coordinator** – the OHWN Coordinator provides leadership, administration and coordination services for OHWN and acts as spokesperson when required. The Coordinator takes direction from the Chair and remains accountable to the CoP. This is a paid position and contracted by the Regional District of Nanaimo (RDN) with funding from Island Health (VIHA).

**Term:** The CoP will review this contract annually. It will be renewed as funding is available, following a satisfactory evaluation of performance, or as determined by the RDN in consultation with the CoP.

**Role:** Facilitates the development, updates and reporting of the Strategic Plan; evaluates actions and creates/seek opportunities to forward the goals and objectives of the Plan and the principles key to the development of OHWN, supports partnership development; coordinates OHWN events; educates and informs the CoP of relevant current events, opportunities and policy issues; submits regular status reports to funders; and applies for and manages implementation of grants and/or contracts on behalf of OHWN. The coordinator also manages planning and administration tasks such as preparing and circulating minutes, agendas and meeting materials in collaboration with the Chair; managing OHWN's meeting calendars, invitations, distribution lists, website content, and email; and maintaining all operational records.

**Action Groups** - Action Groups will be formed by the CoP to conduct the work of addressing/achieving goals contributing to OHWN's strategic plan. The Lead of each Action Group must sit as a member of the CoP and is responsible for reporting the Action Group's activities/progress at each CoP meeting. Action Group members may come from the CoP, Network membership or the broader community. Action Groups exist at the discretion of the CoP.

**Task Groups** – Task Groups may be formed by the CoP to complete time-limited activities or tasks.

## MEETINGS

In-person meetings will be held monthly, with communication via email and telephone between meetings, as necessary. Teleconferencing can be accommodated when necessary; however in-person attendance is preferred. Meeting notes will be circulated in a timely manner.

Guests may be invited to provide expert knowledge and input but will not be included in the consensus

decision-making. A member who wishes to invite a guest to a meeting will bring the recommendation to the Chair and Coordinator for the Chair's approval in advance of the meeting.

### **HONORARIUMS**

There may be occasions when an OHWN member (i.e. member of the CoP or the network) may be asked to join a committee or attend meetings of another organization as the representative of OHWN. If participation on behalf of OHWN results in the offer and/or payment of a monetary honorarium, it is the responsibility of the OHWN member to declare any payment(s) to the Chair or Coordinator immediately. All such payments must be directed to OHWN and any necessary arrangements will be coordinated with the Chair and Regional District of Nanaimo representative as appropriate.

### **ACCOUNTABILITY AND DECISION-MAKING**

CoP must be responsive and accountable for decisions and action to the communities of Oceanside and OHWN. Reporting on the results of the OHWN Strategic Plan including determination of goals, priorities, activities and use of resources will occur annually at a minimum. Communication tools will include information posted on the OHWN website, newsletters, monthly CoP meetings, and in-person Network meetings at a minimum.

The CoP is financially accountable to funders (e.g. Island Health) via the administrative agreement with the RDN. The OHWN may become involved with and accountable to terms of any contract/grant as long as it is recognized OHWN is not a legal entity.

Decision-making is by consensus as much as possible and is made by those involved at the time. Where agreement cannot be reached by consensus, a majority vote will decide. Members must be present for the vote or an agreement by the majority of the members to allow for email votes.