

Terms of Reference

FOR
**THE HEART HEALTH PROGRAM
LONDON-MIDDLESEX**

THE PARTNERSHIP

Purpose

To bring interested community individuals and agencies together to address the goals and objectives of the Heart Health Program.

Major Functions

Assists with the implementation of the Heart Health program through membership on the Coordinating Team or any Community Action Team.

Provides resources in the form of time, professional services, or materials and supplies.

Member Identity

Every member of the partnership has the right to maintain unique visibility. Members may be individuals or representatives from organizations.

Community members include those people who intend to support and collaborate with the Heart Health Program regardless of whether they are able to identify a specific in-kind contribution

Frequency of Meetings

There will be an Annual General Meeting

Additional meetings may be held at the discretion of the Coordinating Team

Revised May, 2002

COORDINATING TEAM

The Coordinating Team shall consist of a minimum of 6 individuals and a maximum of 12. Team members with expertise in nutrition, tobacco prevention and physical activity are essential. The Team must have 1 voting representative from the Middlesex-London Health Unit.

Ex Officio: Heart Health Coordinator
Middlesex-London Health Unit - Accountant and Operations Manager

Major Functions of the Coordinating Team

Determine and approve the strategic and operational objectives of the Heart Health Program, London-Middlesex.

Assure resources are used in a fiscally responsible manner.

Establish a nominating committee charged with creating a Coordinating Team that has a balanced representation of skills, knowledge and partners.

The Committee is accountable to the Ministry of Health and the Middlesex-London Health Unit.

Quorum and Voting

Majority of the membership shall form a quorum (one more than half of the membership).

Voting will only be necessary when a consensus can not be reached. (Consensus decision making is defined as the acceptance and support of a decision by all parties for the purpose of moving the program forward). All members of the Coordinating Team are entitled to one vote.

Voting Members: Al Lamont-Southwest Middlesex Health Centre

Lynn Graham, VON HOMME program

Cheryl Curtis, Heart and Stroke Foundation

Louise Daw, YMCA-YWCA

Ruby Brewer, Council For A Tobacco Free Community

Conflict Resolution

The proposed mechanism for conflict resolution is to allow for appropriate discussion to take place at the Coordinating Team or Partnership Meeting level. The Chair will declare an issue that must be arbitrated. The Chair appoints a neutral person to facilitate further discussion between the appropriate parties who will then return to the next meeting with a resolution.

Conflict of Interest

Voting members will declare any conflicts of interest and abstain from voting when a conflict of interest exists.

Revised May, 2002

Term of Office

Term of Office (Chair and Vice-Chair position) shall be no more than two years. Members may be reappointed for up to two additional years considering representation as stated in membership. A member may be removed before the expiration of his/her term by a resolution passed by at least two thirds of membership vote.

Continuity of Service

Any Coordinating Team member not attending three successive scheduled meetings may be removed from their position if approved by the Coordinating Team.

Vacancy

Vacancies on the Coordinating Team, however caused, may be filled by the Team if the Team determines it is appropriate to make such an appointment, and provided there is a quorum of the Team at the time of the appointment.

Frequency of Meetings

Coordinating Team - a minimum of six times a year.

The Annual General Meeting shall be held in the Fall of each year. Notice of the Annual General Meeting shall be mailed in writing at least ten days before the date, addressed to each Member at the last known place of business or residence.

Duties of Coordinating Team Members

Chair

Calls Coordinating Team and Partnership meetings and establishes the agenda
Chairs meetings

Vice-Chair

Assumes responsibility of Chair in his/her absence.
Chair elect

Recorder

Reviews and distributes minutes of all Coordinating Team and Partnership meetings.
Mails out notice of Annual General Meeting.

Revised May 2002

MIDDLESEX-LONDON HEALTH UNIT

Role

- To provide a full-time project coordinator, and management and administrative support as necessary.
- To manage the financial administration of the project funds.
- To audit the Heart Health Program as part of the Middlesex-London Health Unit audit.
- To liaise with the Ministry of Health.
- To provide multi-disciplinary programming that targets risk factor reduction.
- To provide a recording secretary for the Partnership, Coordinating Team Meetings.
- Accountable to the Ministry of Health and will ensure that funds are used according to ministry expectations.
- Other resources as needed.

COMMUNITY ACTION TEAMS

Purpose

- To implement the work of the Heart Health Program.
- The Coordinating Team establishes sub-committees as required. The Community Action Teams are responsible to the Coordinating Team.

*Terms of Reference will be reviewed and revised as needed and on an annual basis.

Revised May, 2002

**HEART HEALTH PROGRAM
LONDON-MIDDLESEX
GUIDING PRINCIPLES**

We believe that . . .

The Heart Health Program embraces the whole community at large.

There is a great value in working together to promote and share resources, programs and expertise.

The Heart Health Program will be comprehensive in nature and address nutrition, physical activity, and smoking in balance while being focused on primary prevention.

We need to seek opportunities to promote sustainability and ownership by the community.

Our interventions will be appropriately monitored and evaluated.

Programming needs will be based upon current national standards i.e. Canada's Food Guide to Healthy Eating, Healthy Weights, Active Living, Canada Physical Activity Guide, and to support Tobacco-Free Lifestyle.

We need to be proactive and move towards environmental and policy initiatives.

May,2002

Responsibilities of Each Community Action Team

1. Sets goals and objectives for the Community Action Team within the general mandate set by the Coordinating Team.
2. Plans, implements and evaluates projects and activities to achieve goals and objectives by drawing upon community expertise and the expertise of the Good Hearted Living Program Coordinator as required.
3. Reports on Community Action Teams' activities and progress through minutes and attendance at the Coordinating Team meeting as necessary, and as required for official reports.
4. Develops a yearly budget and an overall 4-year budget plan for approval by the Coordinating Team within the parameters set by the Coordinating Team. Ensures compliance with the Community Action Team's operating budget.
5. Ensures that the Coordinator has a current list of Community Action Team members (including names, addresses, phone numbers and fax numbers) and that the coordinator receives the minutes of Community Action Teams' meetings.
6. Works with the Communication Committee regarding information to be shared with the community and the media.

Responsibilities of Community Action Teams' Chair

1. Chair meetings of their Community Action Team.
2. Prepares agendas in conjunction with their respective Community Action Team.
3. Ensures that minutes are taken at each meeting and are shared with the Good Hearted Living Program Coordinator.
4. Selects and recruits appropriate members from the community with the assistance of the Nominating Committee as necessary.
5. Communicates regularly to the Good Hearted Living Program Coordinator. Attends Coordinating Team meetings as necessary. Attends the general Heart Health Partnership meetings..
6. Monitors budget compliance, completes other reports as necessary, and regularly updates the Community Action Team membership and Good Hearted Living Program Coordinator.
7. Generally, facilitates progress of the Community Action Team and provides leadership in meeting its responsibilities as outlined above.