



Terms of Reference

Statement of Origin

In response to a Request for Applications by the Ontario Ministry of Health, a group of community individuals and representatives from various community agencies in Niagara submitted a proposal in October 1997 for funding. In January 1998, Niagara Heart Health was notified that it was successful in receiving funding. The coalition is a partnership of community organizations and volunteers committed to promoting heart health in Niagara. Standing committees carry out the work of the coalition under the direction the Project Management Committee. The project receives funding every year until 2003 from the Ontario Ministry of Health and Long-Term Care. The money is for programming only. The RNPHD and community partners match this amount on a 2:1 ratio by in-kind contributions.

Audience

The **audience** is parents of young families ages 25 to 45. Special efforts are made to reach low-income families and women within this audience.

Mission Statement

To promote heart health by supporting opportunities to motivate citizens in Niagara communities to choose a healthier lifestyle.

Vision

Comprehensive, multiple risk factor strategies which aim to promote healthy eating, physical activity and smoke-free living. An organized and integrated approach to community heart health promotion.

Project Goal

Niagara Heart Health will reduce the prevalence of the modifiable risk factors (unhealthy eating, physical inactivity and smoking) associated with cardiovascular disease (CVD) and other related chronic diseases.

Overall Project Mandate

- To increase awareness of and collaborate with many community partners to reduce the incidence of heart disease and other related chronic diseases and develop heart health promotion programs projects and resources.
- To share heart health promotion information and resources.

- To discuss, respond and be pro-active to heart health promotion opportunities as appropriate.
- To develop operational plan initiatives which aim to reduce the incidence of heart disease, through comprehensive and multi-risk factor programming, within the community.
- To provide opportunities for volunteering, within the community, related to heart health promotion.
- The Guiding Principles in the Funding Application, Appendix 6.5(a), shall also be included in this list.

Membership

Membership to the project is open to all community agencies, groups and individuals interested in promoting heart health, who live or work in the Niagara Region. They must support and agree to follow Niagara Heart Health's mission and goal statements, terms of reference, guiding principles, and operating guidelines.

Operating Terms

- Decisions are reached by a consensus, decision-making model and are made in the best interest of the community, the project, and community partners. Community partners support group decisions publicly and privately but may have to opt out on individual activities of the project or areas of participation.
- Voting will only be necessary when a consensus cannot be reached. **All** Project Management Committee members are then entitled to one vote.
- The fiscal year of the project will run from April 1 through to March 31 of the next year.
- The Project Management Committee shall manage Niagara Heart Health.
- The Project Management Committee reports directly to the Regional Niagara Public Health Department and its Board of Health (Community and Health Services Committee).
- The Board of Health will be accountable to the Ministry of Health and Long-Term Care for ensuring that funds are used according to ministry expectations. The Board of Health will also be accountable for the management (financial practices, human resource policies for board of health staff allocated to the project, etc.) of the project.
- Standing committees, which include Cooking for a Healthier You, Grocery Store, Restaurant, Schools, Special Projects, Workplace, Volunteer Management, and Marketing, shall report to the Project Management Committee.
- The Project Management Committee members will be approached to make time-sensitive decisions when necessary (quorum = 50% + 1).
- The Operating Guidelines in the Funding Application, Appendix 6.5(b), shall also be included in this list.

Project Management Committee

- The Project Management Committee represents a broad cross-section of organizations and community individuals across the Niagara Region. The committee includes the Heart Health Coordinator, Project Chair, Project Co-Chair, Treasurer, and Standing Committee Chairpersons, and three adhoc positions.
- A minimum of six to 12 meetings per year will be held, and the dates for these meetings will be preset.
- Meetings will be approximately two hours in length.
- Notices of meetings, minutes and any correspondence will be mailed, faxed, or e-mailed as needed to committee members in a timely manner.
- Agenda items should be directed to the chair (in the absence of the Chair) of the Project Management Committee.

- **Roles and Responsibilities of the Project Management Committee**

The Project Management Committee will:

- Set policies and procedures in place to manage the project such that the activities undertaken are congruent with the project goals and objectives.
- Formulate yearly goals, objectives and a workplan for the project.
- Regularly evaluate the management and functioning of the project.
- Direct the formation of standing committees deemed necessary for conducting the business of the project.
- Ensure that all requirements of the project, by the Ministry of Health, are met appropriately.
- Ensure that accurate records of the project's business are kept and reported annually.
- Ensure all members have an opportunity to be involved with strategic planning of the project.
- Ensure that members agree to keep the heart health message alive within their organizations and the Niagara Region.
- Set and review the project budget.

- **Chair Position - Project Management Committee**

Is nominated bi-annually in April by members of the Project Management Committee.

Duties of the Chair position will include the following:

- Request agenda items from all members and prepares an agenda for the meeting.
- Confirm the number of members who will be attending the meeting.
- Distribute one copy of the agenda to each member.
- Ensure that appropriate facilities are available for the meeting.
- Chair the meeting of the committee.
- Coordinate the activities of the Project Management Committee in accordance with funding or programming requirements and guidelines from the Ministry of Health.

- Communicate regularly with the Heart Health Coordinator and project staff.

- **Co-Chair Position - Project Management Committee**

Is nominated bi-annually in April by members of the Project Management Committee.

Duties of the Co-Chair will include the following:

- Assist the Chairperson with duties.
- Assume Chair position in the absence of the Chairperson and any associated duties.
- May proceed to the position of Chairperson after term as Co-Chair.

- **Secretary Position (staff position)**

Duties of the Secretary position will include the following:

- Prepare and distribute minutes to all committee members within three weeks time following the meeting.
- Keep an updated database of all project members, committees and activities.

- **Treasurer - Project Management Committee (staff position)**

Duties of the Treasurer position will include the following:

- Inform Project Management Committee of budget status.
- Provide budget reports to the Project Management Committee.
- Assist the Heart Health Coordinator with preparing and submitting financial reports to the Ministry of Health.

Project Standing Committees

- The Project Standing Committees include the Cooking for a Healthier You, Grocery Store, Schools, Special Projects, Restaurant, Workplace, Volunteer Management, and Marketing committees.
- The Heart Health Coordinator will chair the Marketing committee.
- Chairs of the standing committees are members of the Project Management Committee.
- Standing committees meet when necessary.
- Each standing committee follows the terms of reference and the mandate of the project.

Project Standing Committee Chairs

The duties of the Standing Committee Chair include the following:

- Chair meetings of their committee.
- Prepare agendas for their meeting.
- Ensure that minutes of meetings are recorded at each meeting and forwarded to the Project Secretary and the Project Management Committee.

- Recruit appropriate members from the community to their committee with the assistance of the Volunteer Management Committee Chair.
- Provide leadership in setting goals and objectives for the committee within the mandate of the project.
- Provide leadership in planning, implementing and evaluating the projects and its activities to ensure congruency with project goals and objectives, under direction of the Project Management Committee, Heart Health Coordinator and community experts.
- Ensure that the Heart Health Coordinator has a current list of standing committee members and receives minutes of each committee meeting.
- Communicate with all standing committees regarding information to be shared about the project.

Review of Terms of Reference

Terms of Reference will be reviewed yearly by the Project Management Committee.

Revised December 2002
(Currently under review)