

HEART HEALTH PERTH

TERMS OF REFERENCE

Approved on Thursday, October 15, 1998

VISION

Perth County is a supportive community where people are encouraged to enjoy heart healthy living.

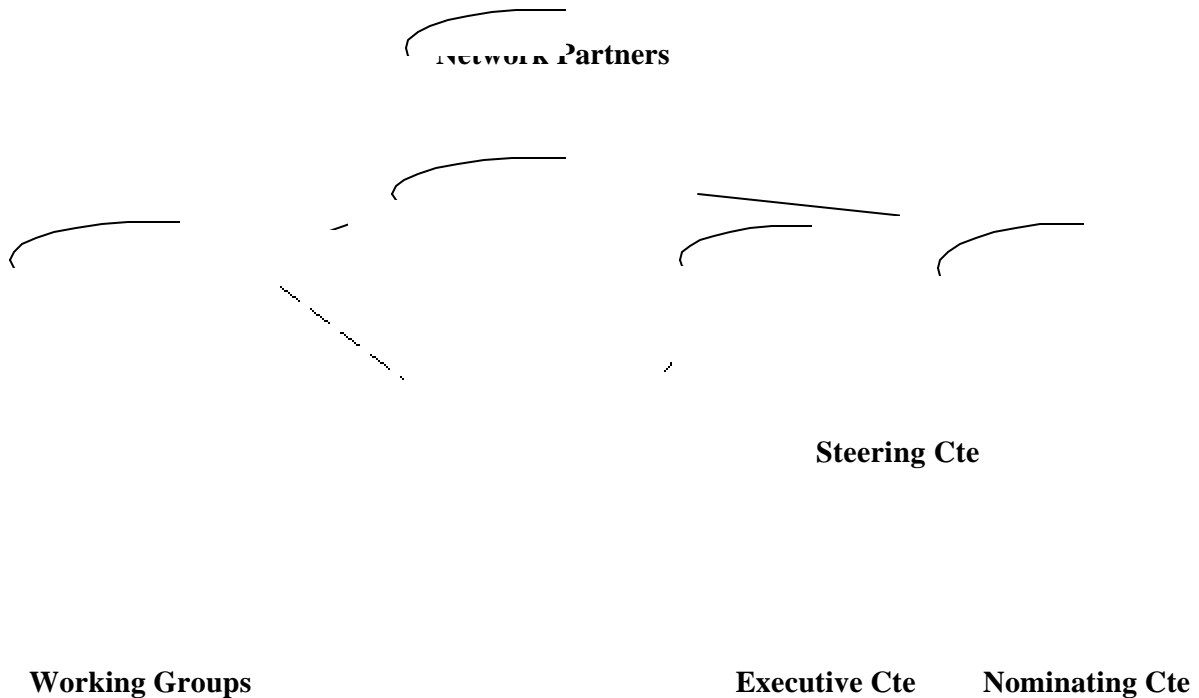
Heart Health Perth is an initiative involving a variety of community partners who collaborate to provide comprehensive programs which promote and encourage heart health in Perth County by reducing the modifiable risk factors associated with cardiovascular disease.

Partners work together to:

- X Share responsibility for decision making;
- X Achieve project goals and objectives, including planning, implementing and monitoring/evaluation;
- X Maximize resources to eliminate duplication in program delivery;
- X Increase project relevance to local values, perceptions and needs;
- X Affect the practices of many people and organizations to enhance sustained community change;
- X Provide a forum for broad community participation;
- X Respond to heart health needs and issues raised within Perth County.

Every Heart Health Perth partner has a right to maintain their unique identity and fund-raising opportunities exclusive of Heart Health Perth. Partner involvement in Heart Health Perth will be free from conflict of interest. Each partner, including the Board of Health has equal representation.

Heart Health Structure



Working Group Members

Coordinator

PDHU

NETWORK COMMUNITY PARTNERS

Major Functions

1. To share information and collaborate with other Heart Health partners.
2. To provide guidance and support to the Steering Committee to ensure the strategic and operational objectives of
4. To appoint a Steering Committee at the Annual General Meeting

Membership

Participation is open to organizations, agencies and individuals who live or work in Perth County. The Steering Committee and/or Executive will review Network membership application forms and appoint members to the Network. Steering Committee members will also be considered Network members.

Terms of Office

The term of office shall be no more than two years. Members may be reappointed for up to two additional terms of office. It is desirable that no more than 50% of the membership turn over in any one year.

Meetings

Members will be invited to attend the Annual General Meeting and one educational meeting per year. Network members will receive written notice of meetings and the meetings will be advertised a minimum of one week in advance. Interested persons are welcome to attend

meetings with advance notice to the Chair.

Voting

Each Network member is entitled to one vote at the Annual General Meeting except for the Chair. The Chair will only vote when a tie vote exists. Quorum requires 10% of the Network.

WORKING GROUPS

Major Functions

1. To set goals and objectives within the parameters determined by the Steering Committee.
2. To develop a budget for Steering Committee approval.
3. To plan, implement, and evaluate activities to achieve goals and objectives within budget.
4. To assist in recruiting members as needed.
5. To ensure regular communication with the Network and Steering Committee through the Heart Health Coordinator or Working Group Chairperson.

Membership

The Steering Committee will establish Standing and Ad hoc working groups as needed. The Steering Committee will recruit members from Network and other interested persons as necessary.

Meetings

Meetings are held as needed at the discretion of the Working Group Chair.

Voting

Each member of the Working Group is entitled to one vote, except for the Chair. The Chair will only vote to break a tie. Quorum requires 50% of the Working Group.

STEERING COMMITTEE

Major Functions

1. To work collaboratively with community partners to achieve the major goals of Heart Health Perth.
2. To determine and approve the strategic and operational objectives of the Heart Health Perth project.
3. To develop, implement, and adhere to Heart Health Perth policies.
4. To ensure financial and program accountability to the Perth District Health Unit as the designated contact for the Ministry of Health.
5. To provide overall budget direction and approval.
6. To establish and maintain cooperative relationships with community partners to enable Heart Health Perth to meet the Ministry of Health funding requirements.
7. To monitor and evaluate the project to ensure compliance with the Ministry of Health approved operating budget and activity plan.
8. To establish necessary ad hoc and standing working groups with clear operating parameters.
9. To hold an Annual General Meeting each year to present financial reports, and elect Steering Committee and Executive Committee.

Membership

Steering Committee members with program expertise in nutrition, active living, and tobacco prevention are essential. Consideration will be given to skills in design, marketing, program implementation and evaluation.

Steering Committee representation should consider a balance of age, sex, geographic and urban/rural diversity throughout the Perth County

It is recommended that the Steering Committee consist of 8-12 members representing the following groups, with no more than three individuals from any one sector:

Perth District Health Unit; Hospital, District School Board of Education; Parks and Recreation/Fitness; Voluntary Agency; Business/Industry; and Consumer.

Terms of Office

The term of office shall be no more than two years. Members may be reappointed for up to two additional terms of office with consideration given to representation as stated in membership. It is desirable that no more than 50% of the membership turn over in any one year.

Steering Committee members will be elected at the Annual General Meeting. The Steering Committee or Executive have the authority to appoint a new member from the Network to fill a vacancy created between Annual General Meetings or to ensure diversity of Perth County representation..

Meetings

Meetings are usually held four times per year or at the call of the Chair. Steering Committee members shall receive written notice of meetings. Members missing three successive meetings, may have their membership status withdrawn by the Steering Committee. Interested persons are welcome to attend meetings with advance notice to the Chair.

Voting

Each member of the Steering Committee is entitled to one vote, except for the Chair. The Chair will only vote to break a tie. Quorum requires 50% of the Committee.

EXECUTIVE COMMITTEE

Major Functions

1. To approve Heart Health Perth financial and program reports on behalf of the Steering Committee.
2. To appoint Steering Committee and Network Community Partner members between Annual General Meetings as vacancies occur, or to ensure diversity of Perth County representation.
3. To approve ad hoc and Working Group budgets on behalf of the Steering Committee.

Membership

Chair

- < Calls Executive, Steering Committee and Network meeting, and chairs meetings;
- < Establishes the agenda in collaboration with the Heart Health Coordinator;
- < Liaises regularly with Coordinator on behalf of the Steering Committee,
- < Contributes to the Performance Appraisal of the Heart Health Coordinator.

Vice-Chair

- < Assumes responsibility of Chair in his/her absence;
- < Reviews and makes recommendations to meet objectives and budgets on a quarterly basis;
- < Acts as financial advisor to the Steering Committee;
- < Ensures compliance with operating budget and activity plan.

Secretary

- < Works with the Heart Health Coordinator to prepare and distribute minutes of all meetings and other correspondence.

Past Chair

- < Chairs the Nomination Committee.

Steering Committee Representative

- < Appointed by the Steering Committee.

Ex-Officio Members

- < Will be a Perth District Health Unit representative, and the Heart Health Coordinator.

Terms of Office

The term of office shall be no more than two years. Members may be reappointed for up to two additional terms of office with consideration given to representation as stated in membership. It is desirable that no more than 50% of the membership turn over in any one year.

The Executive will be elected at the Annual General Meeting.

Meetings

As needed at the discretion of the Chair or Vice Chair.

Voting

Each member of the Steering Committee is entitled to one vote, except for the Chair. The Chair will only vote to break a tie. Quorum requires 50% of the Committee. The Perth District Health Unit representative will be granted veto authority only in the rare circumstance that a decision would be in direct conflict with Perth District Health Unit mandate to promote and protect the health of the public (eg. serving food that is not considered safe).

NOMINATING COMMITTEE

A Nomination Committee will consist of the Past Chair and two other appointed Steering Committee members. The Nomination Committee will present a complete slate of Steering Committee candidates at the Annual General Meeting for election. Nominations will also be accepted from the floor.

Decision-making Mechanism

All decisions are arrived at through consensus, if possible. When consensus can not be reached, a vote is taken.

At the discretion of the chair the group will engage in conflict resolution. When unresolved conflict arises, appropriate discussion will be allowed to take place at the Steering Committee or Network level.

The Heart Health Perth Chair will then declare that the issue must be arbitrated. The appropriate parties will be appointed to meet separately in the presence of an agreed upon neutral person and then return to the Working Group/Network and/or Steering Committee with a resolution.

HEART HEALTH PERTH

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Approved on February 3, 1998

VISION

Perth County is a supportive community where people are encouraged to enjoy heart healthy living.

PROGRAM GOALS AND OBJECTIVES

Goal 1.

To reduce the prevalence of the modifiable risk factors (smoking, physical inactivity, unhealthy eating) associated with cardiovascular disease.

Knowledge Objectives

- .8 To increase the level of knowledge of risk factors associated with cardiovascular disease and their consequences.
- 1.2 To increase the level of awareness of the appropriate actions to be taken to reduce the risks associated with cardiovascular disease.
- 1.3 To increase the level of knowledge of programs and services that address cardiovascular disease risk factors.

Behavioural Objectives

- 1.4 To reduce the proportion of youth who smoke daily.
- 1.5 To reduce the proportion of adult women and men who smoke daily.
- 1.6 To increase the proportion of adults who include at least 30 minutes of accumulated, moderate physical activity on most if not all days of the week.
- 1.7 To increase the proportion of children and youth who include at least 30 minutes of accumulated, moderate physical activity on most if not all days of the week.
- 1.8 To reduce the dietary fat intake among people aged 18 and older.
- 1.9 To slow the decrease in the proportion of adults (aged 20-64) with a body mass index between 20-27.

Goal 2.

To work together to plan, implement and evaluate a comprehensive heart health program in Perth County.

Objectives

- 2.1 To increase the number of initiatives addressing tobacco, physical activity and healthy eating.
- 2.2 To increase the level of multi-risk factor heart health programming.
- 2.3 To increase the number of initiatives using a combination of approaches (eg education, policy, environmental support, and community mobilization).
- 2.4 To increase the number of heart health initiatives in key channels/sites (eg schools, work sites, health care settings, homes, food establishments, retail establishments, community-at-large, etc).
- 2.5 To increase the number of people reached by initiatives.