

Action on Heart Health Coalition!



Terms of Reference

Mission

Action on Heart Health Coalition (AHHC) is committed to promoting and enhancing healthy lifestyles in Waterloo Region. As a partnership of agencies and individuals, we work collectively with the people of Waterloo Region to inspire, create, and celebrate a culture of wellness in communities where we live, work and play.

Vision

We envision a community that embraces a culture of wellness for all by:

- Addressing the healthy lifestyle behaviours including healthy eating, physical activity, stress management, and smoke-free living.
- Removing barriers to accessibility.

Goal

To reduce the incidence of chronic diseases in Waterloo Region through creating a community partnership that promotes healthy lifestyle choices.

Objectives

- To increase awareness of healthy lifestyle behaviours in Waterloo Region by promoting the key messages: *Eat for Health, Get Active, Live Smoke-free, and Take Time Out.*
- To identify healthy lifestyle initiatives in existence in the community, by looking for opportunities to address gaps and enhance existing initiatives.
- To promote our coalition, its partners and our key messages through community events and media opportunities.
- To coordinate with the Ontario Heart Health Program to ensure provincial and local goals and objectives are aligned.

Guiding Principles

- Collaborate with community partners to share resources, plan local initiatives and set priorities.
- Plan and implement initiatives that: embrace one or more of the key healthy lifestyles messages; consider the broader determinants of health; and utilize strategies from programs that are known to be effective.

- Promote healthy lifestyles through comprehensive health promotion approaches including awareness/skill building, supportive environments, and policy development.
- Confirm that initiatives have the commitment and enthusiasm of coalition members and sufficient availability of resources for implementation.
- Ensure potential for sustainability of initiatives and their outcomes/benefits where appropriate.

Membership

Membership is open to all organizations and individuals in Waterloo Region who support the goals and objectives of AHHC and consists of: Affiliate, Work Group, and Steering Committee Members.

- **Affiliate Member:** Participation is encouraged from individuals and organizations who are not able to send a representative to actively participate as a member of AHHC, but would like to remain informed of the activities of AHHC by receiving minutes of the meetings. Such members are entitled to participate at meetings or assist on projects, when possible.
- **Work Group Member:** Membership is open to individuals from the community or organizations who are interested in actively participating in AHHC activities by contributing at a workgroup level to develop, implement and evaluate activity plans.
- **Steering Committee Member:** Membership is open to individuals or organizations who are interested in actively participating in AHHC to support its' goals and objectives. Steering committee members have the ultimate responsibility for guiding coalition activities as required by the Ministry of Health and Long-term Care and the Ontario Heart Health Program.

Coalition Structure

Steering Committee:

- Membership of the steering committee shall consist of the following: co-chairs, coordinator, representative from each workgroup, coalition partners who bring skills and/or knowledge of: evaluation, chronic disease prevention and healthy lifestyles promotion, social marketing, policy development and social determinants of health.
- The committee will consist of a maximum of 15 members. Steering committee members will be selected at an annual coalition meeting.
- Steering committee members shall commit to a 2 year term.
- Membership may be terminated if a member misses three consecutive meetings without reason.
- Regular meetings will be held, with additional meetings scheduled as required.
- Quorum consists of 2/3 of Steering Committee members. The project coordinator is not considered part of quorum and cannot vote.
- Decision making is by consensus where possible. Conflict of interest will be declared and recorded in the minutes. When a vote is called, a simple majority will be needed to reach a decision. Financial matters will require a recorded vote.

Work Groups:

- Work Groups will be formed according to the annual programming directions set by the Steering Committee and can be established and dismantled as required.
- Priorities for Work Groups are established at an annual coalition meeting.
- Membership includes representation from Work Group Members, which are individuals and organizations who are interested in a specific initiative.
- Work Group members shall commit for a 1 year term.
- Meetings will be held as needed, established by the Chair of the Work Group.

Roles and Responsibilities

The coalition will select Co-chairs and Work Group Chairs at an annual coalition meeting. Each position will be for two (2) year term.

➤ Co-Chairs:

- Responsible for implementing coalition policies and ensuring Terms of Reference are followed
- Presides over all coalition and Steering Committee meetings
- Prepares and distributes agendas in conjunction with Project Coordinator
- Writes and distributes minutes of Steering Committee meetings in conjunction with Project Coordinator
- Represents the coalition in an official capacity
- Acts as spokesperson for coalition events or releases or ensures a designate is appointed
- Receives final approval for all releases from the Steering Committee and is prepared to answer questions from the media or ensures a designate is prepared
- Ensures that responsibilities and decisions are clear
- Meets regularly with Project Coordinator to ensure proper Ministry documentation and financial accountability
- Submits in-kind contributions to Project Coordinator monthly

➤ Work Group Chair:

- Ensures facilitation of Work Group meetings
- Oversees implementation of annual activity plan, including budget expenditures
- Communicates agenda, location and time of meetings to members
- Coordinates regular reports to Steering Committee
- Ensures a representative from Work Group attends Steering Committee meetings
- Acts as a spokesperson for Work Group to media or ensures a designate and informs the Steering Committee of all media releases, designated spokespersons and events before they occur
- Represents (or designates a representative for) the Work Group at public events and in appropriate communications
- Ensures minutes are recorded and distributed to members, and a copy kept on file as official coalition record
- Upon completion of a project, ensures a summary report is provided to Steering Committee
- Submits in-kind contributions and ensures Work Group members submit in-kind contributions to Project Coordinator monthly

➤ **Project Coordinator:**

- Works in partnership with Steering Committee but has no voting privileges
- Supports membership of the coalition
- Facilitates new partnerships with the community and among members
- Acts as a resource to work group planning, implementation, and evaluation activities
- Responsible for coordinating/compiling reports to the Ministry
- Deals with all correspondence on behalf of the coalition and maintains all coalition documents including the Terms of Reference and members list
- Works in conjunction with Co-chairs to distribute minutes, agendas, Work Group reports, ensure meeting times and locations are set, and arranges refreshments
- Oversees the development and implementation of the coalition budget; makes financial recommendations to Steering Committee; reviews records of the coalitions' expenditures and presents quarterly reports at regular meetings and a year-end written report to the MOHLTC
- Approves minor reallocations of budget to Work Group budget lines
- Approves/signs expenditure requests

➤ **Steering Committee Members :** Functions of the Steering Committee include:

- Review Terms of Reference annually
- Make financial decisions for coalition projects according to guiding principles
- Review, approve, give input into activity plans submitted from workgroups
- Ensure coalition activities fit with MOHLTC goals and objectives, coalition goals and objectives, and guiding principles
- Monitor and evaluate progress related to the planning and implementation of coalition initiatives to ensure they are happening as decided
- Maintain communication with broader coalition via project coordinator, e-mail, annual coalition meeting
- Develop, in consultation with the coalition, and implement operational policies for the coalition
- Designate a spokesperson for any coalition event or release, who will represent AHHC and not their own organization
- Submit in-kind contributions to Project Coordinator monthly

➤ **Work Groups Members :** Functions of Work Group members include:

- Participate in development and implementation of annual activity plans
- Attend meetings as scheduled by Work Group chair
- Attend annual coalition meeting
- Submit in-kind contributions to Project Coordinator monthly

Approved: April 26, 2000

Revised: January 2001