

Heartyparty.com York Region Heart Health Steering Committee Terms of Reference

Member Role	Member Commitment	Member Recognition
Member - At - Large	Attend 7 of 10 monthly meetings per year	<ul style="list-style-type: none"> • Thank you letter / card • Pen / Mug • Identification pin • Certificate of appreciation • On annual basis, a letter be sent to CEO, copy to member's immediate supervisor thanking the organization for its ongoing commitment and contribution to heart health in York Region • Publish annual statement outlining in-kind contributions as required by Ministry of Health
Subcommittee Member	Attend subcommittee meetings to complete a project	<ul style="list-style-type: none"> • as above • publish name and organization in Heartyparty brochures
Project Assistant	Contribute in-kind professional services to help accomplish projects <i>Examples: Promotion of special events, Staff time for brochure design, Contacts in community, schools, etc.</i>	<ul style="list-style-type: none"> • as above • on an annual basis, publish on heartyparty website & in local newspapers how members have contributed to heart health in York Region
Chair of Subcommittee	Coordinate tasks and facilitate communication to accomplish project according to its mandate (internal communication)	<ul style="list-style-type: none"> • as above • include a special section in <i>Heart Beat</i> newsletter dedicated to celebrating subcommittees & their chairs
Media Spokesperson	Completion of Training Model for media communication (external communication)	<ul style="list-style-type: none"> • as above • include member in media relation initiatives to raise profile of Heartyparty and recognize member & organization
Heart Star 1	All the Above on regular basis	Plaque 1
Heart Star 2	All the above X years of service	Plaque 2

YORK REGION HEART HEALTH

Draft Terms of Reference

1. Purpose

To guide the planning, evaluation and implementation of the York Region Heart Health Program

2. Vision Statement

Heart Health is a commitment to a way of living that includes choosing to be physically active, eating healthy and being smoke-free

3. Membership

Membership should be comprised of persons living and/or working in York Region who support the Vision Statement. Membership should reflect the diversity of the York Region community; this may include representatives from the following:

- **York Region Health Services**
- Simcoe-York District Health Council
- York Region District School Board
- York Catholic District School Board
- Hospital representative(s)
- Acute-care representative(s)
- Business community representatives
- Community agency(ies)
- Community members at large

The Program Coordinator would be an ex-officio member of the Steering Committee

4. Role of Members

- a) Guide and support the development and implementation of the York Region Heart Health Program
- b) Serve as a communication, a coordinating and a planning link between community partners and the Ministry of Health and Long-Term Care
- c) Ensure effective and timely York Region Heart Health planning, implementation and evaluation
- d) Provide ongoing feedback, direction and support to the Program Coordinator
- e) Ensure individual changes in membership occur in a manner that does not disrupt the project
- f) To remain current regarding best practices and implement these practices in the project
- g) Determine strategic and operational objectives and ensure these are met through the development of an annual workplan
- h) Administer and allocate funds in a fiscally responsible manner

5. Accountability

Members are collectively accountable to the Ministry of Health and Long-Term Care. Individual members are accountable to their respective agency and its mandate

6. Decision-making process

The preferred option will be agreement by consensus. The second option will be agreement by a majority vote

7. Role of Secretary

- a) The Secretary will be responsible for recording and distributing the minutes of meetings
- b) The Secretary will be appointed for a term of one year

8. Role of Chair

- a) The Chair will provide direction to the Program Coordinator on behalf of the Steering Committee
- b) The Chair will prepare agendas for meetings in collaboration with the Program Coordinator
- c) The Chair will promote consensus decision-making
- d) The Chair will be appointed for a term of one-two years with a three-year maximum

9. Role of Vice Chair

The Vice Chair will assume the role of Chair in the absence of the Chairperson

10. Operational Guidelines

- a) To work in a collaborative and respectful manner
- b) To meet monthly or on an as-needed basis at the call of the Chair
- c) Meetings shall be hosted by various partner agencies
- d) Minutes of Meetings shall be recorded and distributed in a timely manner
- e) Agendas and other meeting materials shall be distributed one week prior to the meeting
- f) Work groups shall be utilized to accomplish tasks
- g) The Committee may invite individuals to provide consultation to the project as required

11. Quorum

A simple majority vote will constitute a Quorum (50% + 1 of those present)

12. Terms of Reference – Review

The Terms of Reference shall be reviewed annually