

Abbotsford Child and Youth Committee Terms of Reference

(Approved May 2011/Updates approved April 16, 2015/Further update approved May 2015)

Mission

The Abbotsford Child and Youth Committee (ACYC) encourages networking, service collaboration, leadership, and advocacy to promote the well-being of children, youth, and families in the community of Abbotsford.

Vision

Healthy children, youth, and families living successful lives.

The purpose of the Abbotsford Child and Youth Committee is to

- Encourage connections, relationships and communication between agencies, service providers and other stakeholders
- Share information about activities/events/programs
- Share current and changing trends in child and youth related issues
- Address key issues through consultation and review with ACYC community committees.
- Encourage collaboration and coordination of services
- Encourage community awareness
- Advocate for child, youth, and family-friendly community development
- Build community capacity and support positive change

1. ACYC Committee Structure

ACYC Membership

Service providers, community stakeholders, community and political representatives whose stated purpose is to provide helping-related services to Abbotsford's children, youth, and families.

ACYC Leadership Team

The Leadership Team will consist of up to seven Members at Large. Each new Leadership Member is recommended by the Leadership Team to the ACYC membership for approval for a three year term on the Leadership Team. No more than two Members at of the Leadership Team will be replaced for a given year.

Typically, the Leadership Team recruits new members to the Leadership Team in accordance to the ACYC TOR criteria:

- based on the long term focus and initiatives of the ACYC
- candidate holds an organizational leadership position
- candidate represents an organization that will provide strategic, in-kind, or financial support to the ACYC
- candidate commits to providing long term leadership for continuity purposes

The Leadership Team also considers nominations from the ACYC membership. In March of each year the Leadership Team will seek nominations to fill vacant seats for the upcoming ACYC year. Candidates who are nominated are expected to meet the TOR criteria as listed above.

The Leadership Team will also consider self-nominations from any member of the ACYC to the Leadership Team with a brief description of how they can contribute to the leadership of the ACYC. Candidates who self-nominate are expected to meet the TOR criteria as listed above.

The Leadership Team will determine the most appropriate candidates to recommend to the ACYC based on the TOR criteria listed above.

At the last ACYC meeting prior to summer break the nominations will be presented and the membership will elect from the nominations.

At the end of each term, the Leadership Team and the incumbent will discuss the option to have the incumbent to seek another term. If the incumbent will seek another term they will bring their name forward to the ACYC membership for approval.

Selection of Chair for ACYC meetings will be determined by Leadership Team.

Duties of the Leadership Team:

1. To plan and organize the ACYC meetings;
2. To recommend an annual theme for the ACYC;
3. To provide support to and consultation with the ACYC Community affiliated committees;
4. To manage the ACYC budget;
5. To oversee the planning of an annual ACYC Forum;
6. To represent the ACYC at the Regional CYC meetings.

ACYC Coordinator

When possible, the ACYC budget will allocate hours to a Coordinator position. The Coordinator reports to the ACYC Leadership Team and provides support to the administrative and strategic functions of the ACYC Leadership Team and the ACYC Committee.

The budget and contract for this position will be reviewed and affirmed annually by the ACYC at the last meeting prior to summer break.

ACYC Affiliated Community Committees

The ACYC and the Abbotsford community benefits from discussion, collaborations, and linkages generated through the focused expertise of different child and youth related community committees. Over the years, the ACYC has relied on existing community committees as well as initiated several committees to address certain components of child and youth related needs.

Each Committee establishes their own Terms of Reference to provide the name of their committee, the committee's purpose, the committee membership, the committee meeting schedules, and the process used to develop an annual work plan. Committees reflect their relationship to one of these ACYC foci:

- The early years (0 to 6 years old) – Abbotsford Early Childhood Committee

- The middle years (7 to 12 years old) – Middle Years Table
- Youth (13 to 19 years old) – Youth Networkers
- Children, youth and families with special needs – Special Needs Advisory Committee
- Community of practice – Community of Practice Table

2. ACYC Member Responsibilities

- To attend meetings or to send an alternate representative;
- To facilitate two-way flow of information between ACYC and child or youth serving organizations;
- To recognize that ACYC members must attend to have a voice.

3. Frequency of Meetings

- The ACYC typically meets on the last Thursday of September, November, January, March, and May from 1:00 – 3:00pm;
- Additional meetings may be scheduled as required;

4. Projects Endorsed by the ACYC

Projects or initiatives requesting ACYC endorsement will be submitted to the Leadership Team for initial review. Submissions must be in writing and must demonstrate the benefits to the ACYC service recipients. Once vetted by the Leadership Team, the project or initiative will be presented at an ACYC meeting for majority vote approval for endorsement.

5. Record of Meetings

Notes will be taken and distributed by the Coordinator; or the Leadership Team, in the absence of a Coordinator

6. Review

- The entire committee will re-visit the Terms of Reference document every March to ensure relevance.
- Promotional materials (brochure, website) will be reviewed and/or updated as needed by the Leadership Team, and then brought for approval to the ACYC for approval.