



## **Circle of Partners (CoP)**

### **TERMS OF REFERENCE**

#### **PURPOSE**

The Circle of Partners exists to provide cross-disciplinary tables and processes where Network members can work together to identify community needs and seek supports, resources and connections that enable collective action in addressing needs and in measuring outcomes based on the social determinants of health.

#### **MEMBERSHIP**

The CoP is a core group of leaders from the Network, who act in a way that follows the values and guiding principles of the network. They are passionate, enthusiastic, forward thinkers who have the skills to represent diverse perspectives within the context of each issue and are committed to collaboration to move work forward to achieve identified goals and objectives. A concerted effort will be made to ensure the membership has diversity in its members including range of knowledge, experiences, geographical, organizational, cultural, gender and demographic areas at the table. Members may be from organizations or the community at large.

#### **COMMITMENT AND TERM**

OHWN seeks to have 12 members on the CoP each year. CoP members are committed to attending monthly meetings of OHWN. If a member can no longer attend, the CoP will determine how the position will be filled.

CoP terms are for two years. At the end of the two-year term, OHWN members can express interest in being a CoP member either as a new member or reappointed. Membership renewal is staggered for smooth ongoing transition of leadership.

#### **ROLES AND RESPONSIBILITIES**

All CoP members will meet regularly to review the status of the long-range plan, develop strategies to achieve organizational goals, identify and oversee the formation of Action Groups to address strategic issues, implement strategies and actions, and evaluate the effectiveness of OHWN activities. Members are expected to identify how they or their organizations can contribute to OHWN's collective priorities.

**Co-Chairs**— the Co-chairs are a volunteer leadership position that is filled by an active member of the CoP. The Co-chairs have strong leadership skills, oversees the work of the coordinator, acts as one of the main spokespersons for OHWN, and are accountable to the CoP.

**Term:** Annual appointment by consensus of the CoP. May serve consecutive terms as elected annually by the March monthly COP meeting.

**Role:** Co-chairs OHWN meetings, confirms the agendas, reviews /approves minutes, sits on the Administration Committee and approves expenditures, and oversees the coordinator's activities (including hiring, providing direction, monitoring the work, and reviewing/approving invoices). Co-chairs

may designate a temporary replacement from the CoP to chair meetings or make decisions in the case that he/she/ they are unable to at any given time.

**Coordinator** - The Coordinator provides leadership, capacity, administration, and coordination services for OHWN and acts as spokesperson when required. The Coordinator takes direction from the Chairs but remains accountable to the CoP. This is a paid position and contracted in support of the CoP through partnership with Island Health and the Regional District of Nanaimo (RDN).

**Term:** The CoP will review this contract annually. It will be renewed as funding is available, following a satisfactory evaluation of performance, or as frequently as determined by the CoP.

**Role:** Facilitates the development, updates and reporting of the strategic plan; supports partnership development; coordinates OHWN events; educates and informs the CoP of relevant current events, opportunities, and policy issues; submits regular status reports to funders; and applies for and manages implementation of grants and/or contracts on behalf of OHWN. The coordinator also manages administration tasks such as preparing and circulating minutes, agendas, and meeting materials in collaboration with the Chairs; managing OHWN's meeting calendars, invitations, distribution lists, website content, and email; and maintaining all operational records.

**Action Groups** - Action groups will be formed to conduct the work of addressing/achieving goals contributing to OHWN's strategic plan. The Liaison of each action group must sit as a member of the CoP and is responsible for reporting the action group's activities/progress at each CoP meeting. Action Group members may come from the CoP, Network membership or the broader community. Action Groups exist at the discretion of the CoP.

## **MEETINGS**

In person meetings and/or online meetings will be held monthly, with communication via email and telephone between meetings. Meeting notes will be circulated in a timely manner. Guests may be invited to provide expert knowledge and input but will not be included in the consensus decision-making. A member who wishes to invite a guest to a meeting will bring the recommendation to the Co-Chairs and coordinator in advance of the meeting.

## **ACCOUNTABILITY AND DECISION-MAKING**

CoP must be responsive and accountable for decisions and action to the communities of Oceanside and the OHWN. Reporting on the results of the OHWN Strategic Plan including determination of goals, priorities, activities, and use of resources will occur annually at a minimum. Communication tools will include information posted on the OHWN website, monthly CoP meetings and in-person Network meetings. The CoP is financially accountable to funders (e.g., Island Health). Decision-making is by consensus as much as possible and is made by those involved at the time. Where agreement cannot be reached by consensus, a majority vote will decide.

Review Period – The Terms of Reference will be reviewed annually by the end of March.