

## CAN-YES Terms of Reference

### Membership

Front line staff who work with youth, (defined as ages 13 to 24 years), within agencies that serve youth in Elgin County.

### Objectives

1. To receive, initiate and activate youth directives from the CAN (Community Action Network).
2. To provide feedback to the CAN from a youth and front-line staff standpoint.
3. To collaboratively resolve challenges youth in our community face when accessing the programs available.
4. To celebrate success of local youth by recognition programs.
5. To providing trainings and best practice information as needed to the Elgin Community in regards to youth.
6. Share youth-related programs and resources as a one stop shop of information.
7. Share service provider strategies that are successful in youth attendance and participation.

### Meetings

- Meetings of the committee will be held bi-monthly in January, March, May, July, September, and November in a calendar year.
- The primary meetings are the first Thursday of the month from 2-4pm.
- Members may be asked to attend additional meetings if a project arises.
- Smaller task forces may be created to handle the variety of activities this committee undertakes.

### Committee Roles

#### **Members**

- ❖ Shall work together to meet objectives of CAN-YES
- ❖ Shall act as liaison between CAN-YES and their respective agency
- ❖ Shall provide name, title, agency and email/phone contact information to Chair to recruit members to the CAN-YES
- ❖ Shall attend meetings and task groups as scheduled, or send regrets to the Chair when unable to attend a meeting
- ❖ Shall share their agency youth programming; professional development activities and funding opportunities with the CAN-YES members
- ❖ Shall contribute ideas and resources to collaborate for youth success
- ❖ Shall vote members into committee roles on a yearly basis
- ❖ Shall encourage the youth voice and involvement where/when needed
- ❖ Shall read agenda/contribute topics to agenda for meetings and approve agenda at meetings
- ❖ Shall read and approve minutes of meetings

- ❖ Shall respond to internet and/or email discussions/votes as needed

### **Chair**

- Shall have working knowledge of the affairs of the CAN
- Shall prepare a yearly report for the CAN with the CAN Liaison
- Gathers items and prepares meeting agenda
- Shall preside and chair meetings of the Youth Engagement Subcommittee
- Previews meeting minutes prior to membership distribution
- The Chair will typically serve a two year calendar term, but with membership consensus/vote, may serve a lesser or longer duration
- Occasionally, the Chair may require membership approval through (internet) doodle poll or emails and this is permitted if there are no membership objections
- Shall ensure membership reviews the Terms Of Reference at the January meeting of each calendar year

### **Vice Chair**

- Will cover any committee role when needed, as directed by the Chair
- Shall have the same duties as any position that they need to cover
- Where there are more than one role needing coverage, a membership consensus/vote will occur to fill vacant positions
- The Vice Chair will typically serve a two year calendar term, but with membership consensus/vote, may serve a lesser or longer duration

### **Secretary**

- Shall rotate each meeting location through the committee agencies who are able to host
- Shall notify the membership and the individual who will be the next secretary
- Shall prepare meeting minutes and submit to the Chair for revisions within one week following the meeting
- Shall send draft minutes to the members by email for approval at the following meeting at least two weeks prior to the meeting
- Ensures attendance page is up to date with current agencies by alphabetical listing and name of representative
- Ensures members sign in for the meeting on the attendance form and when completed, it is attached to the meeting minutes

### **CAN Liaison**

- Shall bring subcommittee information to the CAN meetings
- Shall bring CAN directives/information to the CAN-YES meetings
- Shall prepare a yearly report with the CAN-YES Chair for the CAN

### **Decision Making**

Decisions will be made by consensus with a quorum of 50% + 1 of the members being present for a decision or recommendation to be considered binding. If consensus cannot be reached; a vote will be taken and majority rules.

### **Conflict of Interest**

All members of the subcommittee will be encouraged to participate fully in the business of the subcommittee. A conflict of interest may occur when a member of the subcommittee, his/her immediate family (spouse, partner, parent, child), or his/her organization or agency could benefit from a decision that is made. The onus of responsibility rests with each individual member as to whether or not he or she is in a conflict of interest. In such instances, the member will clarify his or her concerns with a Co-Chair who will determine if the conflict of interest warrants precluding the member's further participation in that portion of the meeting.