

# **ALBERTA CAPC/CPNP COALITION BOARD**

## **Terms of Reference**

**Reviewed September 5, 2019**

### **MISSION:**

The Alberta CAPC/CPNP Coalition is a network of CAPC and CPNP projects committed to collective actions and effective partnerships to ensure healthy outcomes for babies, children and their families

### **VISION**

Healthy babies, children and families in supportive communities

### **PHILOSOPHY:**

All children and their families deserve the opportunity to achieve and maintain the best level of all aspects of health and well-being. The health and well-being of children and their families is determined by many factors. Successful prevention initiatives and continuing commitment to improving the lives of our children and their families requires a comprehensive integrated and united community response

### **PURPOSE:**

- To create a forum for information sharing and the exchange of resources among Alberta CAPC and CPNP Projects
- To facilitate information sharing and exchange of resources
- To explore strategic opportunities for collaboration and partnering
- To provide an avenue for collective action related to emerging issues or areas of common concern (e.g. standards of practice, fundraising, social marketing, influencing public policy in terms of vulnerable children and their families)
- To provide PHAC with project level perspectives on activities or issues that involve CAPC and CPNP projects across Alberta

### **MEMBERSHIP & COMPOSITION:**

- All Alberta CAPC and CPNP projects funded by PHAC are Coalition members and are eligible to be members of the Coalition board and/or subcommittees
- 8 CAPC and/or CPNP representatives from across the province will be elected or appointed to the Coalition Board by their peers. These 8 people will have voting rights. The Past Chair(s) will be a non-voting members(s) and will continue as a board member for the following year
- Two members of the Coalition Board, representing CAPC and CPNP projects will participate on the National Network of CAPC and CPNP when active
- The Coalition Board includes a nonvoting representative from the agencies holding funds for the Coalition Board
- One representative from PHAC along with Bankers (Candora and APFA) will participate in the Coalition Board in a non-voting capacity
- The Coalition Board may form ad hoc committees to work on areas of concern specific to CAPC or CPNP

**FREQUENCY OF MEETINGS:**

- The Coalition Board will meet a minimum of 6 times per year
- Meetings will occur via conference call with semi-annual face-to-face meetings as necessary and feasible

**RESPONSIBILITIES:**

- To ensure communication between the Coalition Board and its committees, all committees will have a minimum of one (1) Coalition Board representative who will serve as the Chair of the committee
- Members will serve as liaisons between the Coalition Board and their zones
- Members will be encouraged to attend a minimum of 75% of scheduled meetings per year
- If non-voting members are unable to attend a meeting, they may send an alternate.
- Members who are unable to complete a term will make the Board aware of the need for a replacement
- Coalition Board members who serve as chair for a committee, and who are unable to attend a Coalition Board meeting, must forward all pertinent information regarding that committee, in writing, to the Coalition Coordinator in reasonable time before the next scheduled meeting

**TERM:**

- Coalition Board members will serve a 2 year term, renewable once with Board consultation
- The position of Chair and Vice-Chair will be for a 2 year term
- For the sake of continuity of information and leadership, the Vice-Chair will replace the Chair

**ROLE OF THE CHAIR:**

- Call and chair meetings and set agenda in cooperation with the Coordinator
- Represent the Coalition Board at key events or select an alternate
- Receive and/or provide communications on behalf of the Coalition Board
- The Chair will vote only to break a tie

**QUORUM:**

- Quorum of the Coalition Board will be a simple majority of the voting membership where both zones are represented

**DECISION MAKING:**

- A simple majority will be needed for decisions to be passed
- In the event of a tie, the Chair will cast the deciding vote