

North Shore Welcoming Action Committee

Terms of Reference

Motto

The North Shore – you belong here!

Vision

The North Shore is a welcoming community where everyone has a sense of belonging.

Mission

To support the inclusion of immigrants and refugees.

Goal Statement

The North Shore Welcoming Action Committee will:

- increase awareness of diversity and multicultural issues;
- ensure service provision is relevant and meeting the needs of immigrants and refugees on the North Shore;
- support collaboration and coordination of service provision;
- increase awareness of existing information and services;
- increase cultural competency within the community; and
- increase engagement of the whole community.

Governance Structure

The NSWAC is managed by the North Shore Multicultural Society. The Table is co-chaired by Elizabeth Jones, Executive Director of the North Shore Multicultural Society and Don Rutherford, Executive Director of the North Shore Neighbourhood House. The Table has contracted a Project Coordinator, Jody Johnson, to assist the membership to identify, facilitate, and execute the work of the Table. The Project Coordinator and all activities of the Table are guided by a Steering Committee. When necessary, ad hoc sub-committees will also be struck.

Table Co-Chairs

Co-chairs will be the contract partners: Elizabeth Jones, Executive Director, North Shore Multicultural Society and Don Rutherford, Executive Director, North Shore Neighbourhood House.

Table Co-chairs – Roles and Responsibilities

- Ensure an equitable process where all Table members are able to express their views;
- Facilitate meetings to assist the Table reach consensus;
- Help keep the Table on track and move the agenda;
- Guide and monitor the activities of the Project Coordinator;
- Monitor the achievements of the Table's action plan;

- Act as a point of contact for other committees, organizations and initiatives in the community that may wish to communicate with the North Shore Welcoming Action Committee;
- Represent the Table in the community; and
- Report on the work of the Table to the community.

Project Coordinator

The Project Coordinator is a paid contract position. The contract of service is held between the Project Manager, North Shore Multicultural Society, and the Project Coordinator. The Project Coordinator is selected / hired by the Project Manager and the Steering Committee. Guidance and direction in the work is provided by the Project Manager and the Steering Committee.

Project Coordinator – Roles and Responsibilities

- a. Facilitating and setting the direction, the plans and the vision of the committee;
- b. Identifying work to be completed;
- c. Identifying and applying for funding to complete the work;
- d. Organizing stakeholder events;
- e. Developing tools of communication;
- f. Facilitating communication among NSWAC members;
- g. Creating and maintaining a library of relevant resources;
- h. Setting and distributing all NSWAC Meeting Agendas;
- i. Taking and distributing all NSWAC Meeting minutes;
- j. Facilitating / Delivering the strategic plan to stakeholders;
- k. Overseeing the completion of activities outlined in the strategic plan; and
- l. Providing Reports required by United Way and other funders, as required
- m. Other tasks relevant to this position and agreed upon by both parties.

Membership

Membership on the NSWAC is comprised of senior staff of non-partisan organizations that provide services to immigrants and refugees. Members are expected to attend meetings, accept the Terms of Reference and are committed to engaging in the activities and work of the Table.

Membership Roles and Responsibilities

- Communicate work of the Table back to the organizations represented
- Focus on have topics related to multiculturalism, diversity and settlement and adaption on all agendas
- Commit to the work of the Strategic Plan
- Increase awareness of diversity and multiculturalism issues within their agencies and within their networks
- Share best practices, training opportunities, experiences, and services and program updates
- Identify and facilitate the engagement of the community

Meeting Schedule

The NSWAC will meet once every two months. In addition, the Steering Committee and / or ad hoc sub-committees will meet when required.

Meeting Protocols

The Project Coordinator will:

- Locate and confirm the meeting location.
- Develop and distribute agenda packet via e-mail at least one week in advance of the meeting.
- Confirm guest speakers.
- When possible, provide discussion materials in advance so that members have time to review the information.
- Arrive early and ensure the meeting space has been adequately prepared.
- Take minutes.
- Prepare and distribute meeting minutes via e-mail within one week after the meeting.

Members will:

- Notify the Project Coordinator if not able to attend a meeting.
- Read materials in advance.
- Arrive on time.
- Put cell phones on silent or vibrate mode.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Represent their agencies and their community.
- Raise issues honestly, clearly and early in the process.
- Collaborate with other group members; seek consensus.
- If agenda items cannot be completed on time, decide if the meeting should be extended or if an additional meeting should be scheduled.

The Co-Chairs will:

- Ensure equitable participation where all members are able to express their views.
- Help keep meetings on track and move the agenda forward.

Communication between Meetings

Between meetings, the Project Coordinator will:

- Distribute information and project updates to members and the wider community of stakeholders as appropriate.
- Coordinate and prepare presentations or reports to the broader community.

Between meetings, Members will:

- Inform the Project Coordinator of information relevant and important to the work of the Table and its various project / activities.
- Share information with our represented groups with help from the Project Coordinator.
- Gather information from our represented groups that will inform deliberations.
- Direct all official project communications to the Project Coordinator.
- Advise the Project Coordinator of related meetings and/or decisions.

Between meetings, the Co-Chairs and the Steering Committee will:

- Act as a point of contact for other committees, organizations and initiatives in the community that may wish to communicate with the North Shore Welcoming Action Committee.
- Represent the Table in the community.
- Monitor the achievements of the Table's action plan.

Decision Making Process

Members and the agencies they represent are committed to achieving consensus on all decisions.