

NCLB Steering Committee

TERMS OF REFERENCE

PURPOSE

The No Community Left Behind Steering Committee brings together decision makers from various agencies, organizations, and funders, to leverage the necessary resources to address issues and concerns, that have been identified by community members in defined neighbourhoods.

The Committee's goals are to: promote community engagement; generate healthy, active and safe communities; support the sustainability of positive change; advocacy.

MANDATE

The Steering Committee will:

- ♦ Be a forum for review of the local NCLB action plans, and provide advice and assistance to support the successful implementation of these plans
- ♦ Identify, and advocate for, policies and programs to address identified gaps in services
- ♦ Sponsor discussions and exploration of specific issues and activities

MEMBERSHIP

The membership of the committee will include, but is not limited to:

- ♦ South East Ottawa Community Health Centre
- ♦ Ottawa Police Services
- ♦ City of Ottawa Departments
- ♦ Community House Directors
- ♦ Boys and Girls Club
- ♦ Crime Prevention Ottawa
- ♦ Options Bytown
- ♦ Ottawa Community Housing
- ♦ Christie Lake Kids
- ♦ United Way
- ♦ Councilors' Office
- ♦ Immigrant Services
- ♦ CMHA
- ♦ Volunteer Ottawa

MEETINGS

Meetings will take place a minimum of 4 times per year.

ROLES AND RESPONSIBILITIES

Each Steering Committee member is to ensure that their organization is willing and able to sustain their commitment, and the provision of resources, to NCLB neighbourhoods.

South East Ottawa Community Health Centre will chair the meetings, distribute the agendas and prepare minutes. All members are expected to attend all meetings. If they are unable to do so they must appoint a designate who is able to act on their behalf.

Steering Committee members will:

- ♦ Deliberate on community needs assessments
- ♦ Establish working groups, as necessary, to address specific issues
- ♦ Identify and provide resource commitments when appropriate
- ♦ Will invite requests from communities that would like to be included in the NCLB initiative. The Committee will be responsible for creating a process by which new communities can be added, while ensuring sustainability within existing NCLB Communities
- ♦ Provide guidance and assistance on implementing action plans
- ♦ Provide feedback on, and input into, the evaluation and effectiveness of the NCLB strategy

DECISION MAKING

Whenever possible, decision making will be made by consensus. Should the Committee not be able to reach a consensus, decisions will be reached by majority. Fifty percent (50%) of the voting members will constitute a quorum. If a vote is necessary, the outcome will be determined by a simple majority of members present.