



## **4-C's Caring Citizens Committed to Healthy Communities**

### **Terms of Reference**

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Vision: Caring Citizens Committed to Healthy Communities

Mission: To facilitate and promote wellness through community partnerships, initiatives and action

#### **Participants**

- To be inclusive rather than exclusive
- Ensure broad representation from all sectors (services, business, community members)
- Personal relationships are maintained and fostered
- Participants will indicate on contact list if they wish to receive minutes and agenda of meetings. This list will constitute our participant list in the Coalition and will entitle them to voting privileges.
- All participants in attendance at meetings may vote.

#### **Lead agency:**

- This position will be reviewed yearly
- Lead agency will provide support to the Coalition in the following areas:
  - Secretary
  - Provide office supplies
  - Photocopying
  - Other administrative support as resources allow.

#### **Coalition Co-Chair**

- One co-chair will be elected each year for a 2 year term in October. The first year they will fill the co-chair position and then they will move into the chair position for the 2<sup>nd</sup> year

#### **Responsibilities**

- Co-chair will co facilitate meetings with the chair and support the chair in their role
- Be a spokesperson on behalf of the Coalition.

#### **Coalition Chair**

- This position will be filled by the previous years co-chair to take place at the meeting in October.

#### **Responsibilities**

- Call the meetings
- Set the agenda with input from members – this will be set at the end of each meeting but is flexible and items may be added.
- Facilitate meetings
- Facilitate conflict resolution process when necessary
- Keep meetings on time and task



- Ensure required motions are entertained and recorded
- Ensure Action Groups are reporting back to Coalition.

**Coalition Secretary:**

- Will be elected each year in October

**Responsibilities**

- Supported by lead agency
- Keeps contact lists up to date
- Manages correspondence on behalf of the coalition eg emails.
- Keeps accurate minutes of all regular meetings
- Inform members of meetings

**Treasurer**

- Will be elected for a 2 year term at alternating October meetings.

**Responsibilities**

- Presents monthly reports at regularly scheduled meetings
- Keeps accurate records
- Will be one of 3 signing authorities

**Communication Coordinator:**

- Is responsible for keeping the info kiosk information up to date as well as posting information about 4C on Discovering Foothills Website. They will also be the key contact for the local radio and news paper in regards to 4C events/initiatives.
- This position may be filled in coordination with the secretary or as a separate position based on the needs for the term to be decided in October.

**Action Groups:**

- Action groups will be formed by a motion by the larger Coalition at a scheduled meeting. Motion provides direction for the action group.
- Action groups as formed will identify a chair/spokesperson and recording secretary within their group.
- Action groups will report back to larger group as per agenda
- Action groups are responsible for developing a plan for evaluation at the beginning of the process to ensure identified community need has been met.
- Action Groups will ensure the evaluation results are shared with the larger coalition.
- Action groups will have authority to carry out business of task with the exception of signing a contract, financial decisions or decisions outside their original directive.

**Meetings:**

- At the call of the chair with input from the Coalition
- Monthly on a set schedule – exception of July and August.
- Members will be informed of agenda prior to meeting
- Meetings will not last longer than 2 hours/ or end time will be agreed upon at start of meeting.
- Distribution of meeting minutes will be the responsibility of the Lead agency.



Financial – Terms of Reference

- Treasurer will be assigned by Coalition.
- Present monthly reports at the regular scheduled meeting of the Coalition.
- Final report from action group will be presented to Coalition outlining expenses and revenues and will be reviewed by treasurer and Chair of Coalition.
- Treasurer will be the keeper of the books – copy of cheques, receipts.
- Bank account must have 3 signing authorities – one the Treasurer
- Need two signatures for cheques (preferably the Treasurer plus one other)
- Receipt/invoice must be presented before cheque is issued.
- Action groups present budget to the Coalition at a regular scheduled meeting.  
Budget outlines costs for project  
Advise coalition of changes in budget.

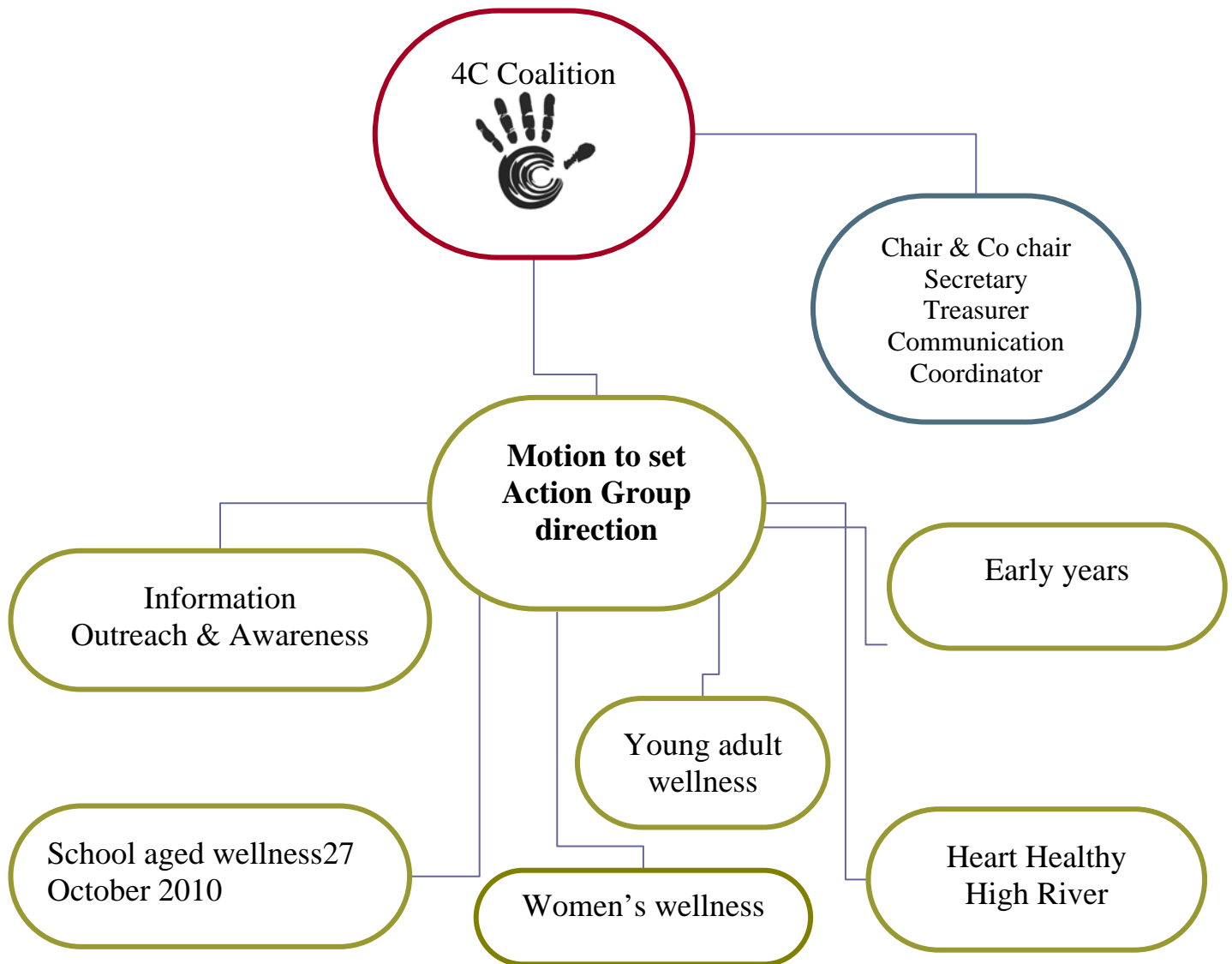
Terms of agreement for fiscal agent:

1. Wild Rose Community Connections accounting system will have a General Ledger coding for the 4Cs accounting.
2. Annual financial statements will reflect allocation of funds.
3. Wild Rose Community Connections will not be considered an “employer” for services paid out through this agreement.
4. Wild Rose Community Connections does not have any responsibility for hiring/evaluating/terminating with contractors related to the 4Cs project.
5. Wild Rose Community Connections will retain 10% of funds managed on behalf of the 4Cs for administrative expenses.
6. Release of funds will be requested by the Lead on the action group via a cheque requisition Cheque requisition needs 2-3 signing authorities including the chair of the Action Group and Treasurer. To be submitted to the acting fiscal agent.

Wild Rose Community Connections agrees to act as Fiscal Agent for two-year term unless a conflict of interest arises. See *Conflict of Interest Clause*

Conflict of Interest Clause: In the event the 4Cs committee determines the Fiscal Agent to be a position of Conflict of Interest, the acting fiscal agent will be excused from meetings/discussions as it pertains to the concerning issue.

Surplus Fund: All funds received will have a statement of instruction for use of surplus funds. Instructions may vary from returning unused funds back to the funder, donations to a designated charity or to be used for other 4Cs projects. This will be determined by the Action Group and funders.



Action Groups will report back to 4C Coalition. Written Reports will be submitted to Coalition at monthly meetings. Action Groups will review and revisit the need identified by community and parents to evaluate progress in meeting need.