



SOYF Regional Steering Committee Terms of Reference

Approved: November 14, 2014

Purpose

To provide direction, advice and leadership to the Stay on Your Feet (SOYF) regional fall prevention strategy in the North East Local Health Integration Network (NE LHIN). The Committee and its members are champions for fall prevention among older adults in the North East.

Key Responsibilities:

Strategic Planning and Performance Management

- Establish strategic directions for the full continuum of Stay on Your Feet and monitor progress towards regional performance indicators and targets.

Collaboration

- Strengthen linkages and collaboration among key stakeholders across the region.
- Create or identify opportunities for partnerships to support the goals of the regional strategy.

Implementation

- Provide advice on integration opportunities at both the local and regional levels.
- Support and facilitate the development of common approaches including standard protocols and the standardization of activities across the region as appropriate.
- Follows the tenets of the Ottawa Charter for Health Promotion (1986) including enable, mediate and advocate.

Continuous Quality Improvement

- Ensure best practices are incorporated into all programs and activities as per the evidence-based research.

Education/Knowledge Transfer

- Identify and promote educational opportunities for practitioners and stakeholders.

Reporting and Accountability

The Committee reports, and is accountable, to the NE LHIN Chief Executive Officer.

Membership

The Committee reflects the diversity (e.g. geography, culture, sector, and expertise) of the NE LHIN and has up to 21 members. Membership includes representation from key partners:

- Community Support Services (2)
- Community Support Services Navigator (1)
- Elderly Person's Centres (1)
- Hospitals (2)
- Long Term Care homes (1)
- Municipalities (1)
- North East Community Care Access Centre (1)
- North East Specialized Geriatric Services (1)
- Northern Injury Prevention Practitioners Network (1)
- Osteoporosis Society (1)
- Primary Care (2)
- Public Health Unit(s) (5)
- Retirement Homes (1)
- University (1)
- NE LHIN (2) ex-officio

Members of the Steering Committee bring a passion for preventing falls among older adults, experience working in the area and a keen interest in providing strategic advice to support the regional strategy. A fully constituted Committee consists of a minimum of 11 active members.

Role of Members

- Actively participate on the Steering Committee
- Provide leadership to work groups within the region, as appropriate
- Demonstrate inclusiveness and respect for diversity
- Be an ambassador for the work of the Committee by communicating and sharing knowledge within their workplaces and their formal and informal networks

- Advocate for the use of best practices across the region
- Select the chairperson and vice-chairperson on an annual basis.

Role of the Chairperson:

- Provides leadership to the Steering Committee including, but not limited to:
 - Chair all Steering Committee meetings
 - Represent the Committee at events and meetings as required
 - Advocate on behalf of the work of the Committee
- Is the public voice for the Committee. All media enquiries will be dealt with by the Chairperson or their designate.

Role of the vice chairperson:

- Performs all duties of the Chairperson in their absence
- Provides leadership and support to the Committee and work collaboratively with members.

Role of the Regional Coordinator SOYF

- Organizes the regular meetings of the Steering Committee
- Collaborates with the Chairperson to identify the priorities of the Committee
- Provides resources and reports
- Coordinates the ongoing work of the Committee
- Provides administrative support to the Committee to ensure that meeting logistics are organized and ensures the recording and posting of minutes.

Work/task groups

Work groups are formed, as required, to address priority components of the strategy. Work groups are accountable to the Steering Committee and provide reports at each meeting. Membership is decided by the Steering Committee and can include individuals outside of the Steering Committee when specific knowledge, expertise and connections are required.

Meetings

- Meetings are held at least 6 times per year (every two months), either in person or by teleconference/videoconference.
- If a member misses 3 consecutive meetings the chair will follow up with the member to discuss participation
- When necessary members may send an alternate in their place for up to 50% of the meetings.

Decision Making

The Committee's decisions are based on consensus. Where consensus is not possible, the Chair may call a vote. Decisions by consensus or vote require a quorum, set at 50% of active members.

Code of Conduct:

Committee members conduct themselves in a manner that:

- Supports the objectives of the Committee;
- Serves the overall best interests of the Committee rather than any particular constituency;
- Brings credibility and good will to the Committee;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates diligence and dedication in preparation for the attendance at the meetings, special events on behalf of the Committee;
- Avoids real or perceived conflicts of interest;
- Conforms to the approved terms of reference; and
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the Coalition's business
- Should the Committee secure an additional source of revenue, this revenue will be managed in a responsible and transparent manner with due regard for the fiduciary responsibilities and public trusteeship.

Conflict of Interest

After review of the agenda members have the opportunity to declare a conflict of interest at the outset of the meeting. Should a member have a conflict of interest they are asked to abstain from voting, but may remain in the meeting to participate in the discussion and respond to questions.

Review of Terms of Reference

The terms of reference will be reviewed annually by the committee, beginning one year from the time the terms of reference are accepted.