



Terms of Reference 2021

The Child and Family Collaborative (C&FC) is a community of professionals in York Region who work with children prenatal to twelve years, in the early years sector. Committed to principles of prevention and education, C&FC creates opportunities for networking, professional development, life-long learning, research, planning, early identification and intervention, and an ongoing investment in the early years.

This community of professionals are invited to attend in-person or virtual meetings, a minimum of 3 times per year, where they can engage, share skills, knowledge, experience, and enthusiasm.

The C&FC website (www.cfcollaborative.ca) is a common access point for information and linkages, professional development, and employment recruitment and retention.

Goals

- Provide resources to support early years professionals and families with children prenatal to twelve years
- Bring individuals, groups, and organizations together to support a strong, inclusive, cohesive and sustainable early years system that supports diversity, accessibility and quality
- Plan and implement professional development, including an annual conference
- Liaise and provide input to funders and policymakers within the various ministries
- Collaborate with regional and municipal governments, school boards and community partners to identify community gaps
- Maintains linkages to other relevant planning tables and networks

Working Groups

C&FC	Sub-committees	Executive
Organizational Structure	Consists of professionals in York Region who work with children prenatal to twelve, in the early years sector who volunteer their time in the following groups: <ul style="list-style-type: none"> • Communication Subcommittee <ul style="list-style-type: none"> ○ Maintain and monitor website ○ Communicate information to the early years sector ○ Branding and Promotional materials • Professional Development Subcommittee <ul style="list-style-type: none"> ○ Provide inclusive professional development and networking opportunities ○ Plan and host the annual Joy of Childhood Conference • Task groups may be established, as applicable 	<ul style="list-style-type: none"> • Co-chairs – 2-year term, minimum • Past Chair – transitional overlap with current co-chairs, as needed • Treasurer – 2-year term, minimum • Minute-taker – 2-year term, minimum • Representation from each subcommittee • Representation from applicable sectors • Representation from applicable planning tables • Representation from each school board • Representation from the Regional Municipality of York • Representation from the community college



Focusing on the care, development and education of our future leaders.

C&FC	Sub-committees	Executive
<p>Roles and Responsibilities</p>	<ul style="list-style-type: none"> • Manage operational tasks • Chair provides updates to both executive and open meetings • Adhere to subcommittees Terms of Reference 	<ul style="list-style-type: none"> • Provide a platform for networking, professional development, sector presentations and updates and endorse actions of subcommittees, where appropriate • Provide strategic oversight • Manage financial, operational, and administrative tasks • Provide mentorship for upcoming leaders • Ensure ongoing succession planning • Circulate and review distribution lists of the C&FC • Review and update the committee membership annually • Set meeting schedule and agendas for upcoming year (including location) based on majority attendance • Include flyer for speakers along with agendas • Circulate calendar invites for meetings • Update meeting notices on the website and through the Communications Subcommittee • Incorporate current system changes into TOR and reflect action items in the work plan • Update and circulate orientation documents
<p>Meetings</p>	<ul style="list-style-type: none"> • Regular meetings determined by the subcommittees Terms of Reference 	<ul style="list-style-type: none"> • Monthly • Decision making and passing motions can only take place when a quorum is present • Quorum is 50% of eligible voters + 1 • Each voting member can only vote once despite representing multiple sectors or subcommittees • Co-Chairs only vote if there is a tie • Minutes will be archived on the C&FC website

Terms of Reference approved: (June 2021) and reviewed every two years.