

NL Network for the Prevention of Elder Abuse

Terms of Reference for Steering Committee

Updated June 2015

1. PURPOSE:

NL Network for the Prevention of Elder Abuse (NLNPEA) is part of the Seniors Resource Centre of NL. The Steering Committee of the NLNPEA consists of a maximum of 15 members plus any ex-officio members and liaises with the NLNPEA Coordinator to ensure the effective management of NLNPEA programming and activities. The Steering Committee also provides input on NLNPEA's operational matters.

2. ROLE:

- 2.1. **Coordination:** The Steering Committee plays an advisory role for the Elder Abuse Network. **It meets according to the Committee's annually set meeting schedule (typically monthly except in July, August, and December)** and provides guidance on NLNPEA programming, activities, projects, and meetings. The Steering Committee also provides a leadership role in NLNPEA's visioning and strategic planning activities and makes recommendations back to the larger NLNPEA membership as needed on matters related to the network's structure, mandate, etc.
- 2.2. **Guidance:** The Steering Committee provides input on NLNPEA's annual budget, decisions about large expenditures, and the development of funding proposals and sustainable funding. However, as NLNPEA is part of the Seniors Resource Centre of NL, final decisions (for instance, around personnel, budget, etc.) rest with the Board of Directors of the Seniors Resource Centre of NL.
- 2.3. **Responsibility:** The Steering Committee ensures that NLNPEA's mission and mandate are being fulfilled by regularly reviewing and identifying priorities, needs, and issues related to elder abuse in this province.

3. MEMBERSHIP:

- 3.1. The Steering Committee is made up of members from NLNPEA's larger membership and, where possible, reflects the diversity of NLNPEA's member organizations and professions that deal with the issue of elder abuse.
- 3.2. In order to reflect this diversity, the Steering Committee will strive to include:
 - Reasonable representation by seniors

- At least one ex officio government representative (for e.g., from the Office of Aging and Seniors or the Violence Prevention Initiative)
 - One representative from each of the province's four regional health authorities
 - The Executive Director of the Seniors Resource Centre of NL
 - One representative from the Seniors Resource Centre of NL Board of Directors, who will serve as the Chair of the Steering Committee and of NLNPEA
 - One representative from the RCMP
 - One representative from the RNC
 - A representative from the RCMP's Aboriginal Advisory Board
- 3.3. The remaining seats on the Steering Committee are available to be held by representatives from community organization/associations/service providers/or members of the general public that deal with the issue of elder abuse and are members of the Network.
- 3.4. New or renewing memberships on the Steering Committee must be approved by all existing Steering Committee members.
- 3.5. The NLNPEA coordinator also sits on the Steering Committee as an ex officio member.
- 3.6. Steering Committee members agree to serve for a minimum period of 2 years. At the end of their 2-year term, Steering Committee members may renew their term by formally letting the Committee Chair know of their intentions. There is no maximum to the number of terms that may be served.
- 3.7. Any vacancies on the Steering Committee will be advertised to the general membership. Applications will be accepted from the general membership and the final selection for the position on the Steering Committee will be made by existing Steering Committee members based on the applicants' qualifications and on which membership criteria they fulfill.
- 3.8. If a Steering Committee member leaves before his/her term is up, the remaining Steering Committee members will nominate, recruit, and instate a new Steering Committee member to take his/her place.
- 3.9. Steering Committee members who represent a department/organization/ association agree to provide two-way communications about their organization's activities and those of NLNPEA.
- 3.10. Members of the Steering Committee agree to retain confidentiality on personnel and other matters that are deemed to be private. This agreement shall extend after the end of a term.

4. DECISION-MAKING PROCESS

Decisions of the Steering Committee shall be by consensus wherever possible. When this is not feasible, decisions shall be taken by a majority vote. In the event that a timely decision on a matter is required, steering committee members can vote via email or by phone.

5. ROLE OF THE STEERING COMMITTEE CHAIR:

A SRC-NL representative will serve as both the Chair of the steering committee and of the entire NLNPEA.

The Chair:

- Represents NLNPEA to the larger community (that is, may write letters, submit funding applications, contact media when appropriate, etc)
- Works with the NLNPEA coordinator to set an agenda prior to each steering committee meeting and NLNPEA meeting
- Chairs steering committee meetings and NLNPEA meetings and decides when and if a motion is required.
- Liaises with the Seniors Resource Centre-NL and reports on the activities of the NLNPEA.

6. SUB-COMMITTEES

The steering committee will strike sub-committees as required. Membership of sub-committees may include both NLNPEA members and non-members, but must be chaired by a steering committee member. All sub-committees must report to the steering committee.

This Steering Committee Terms of Reference is a living document. Policy and practice evolve over time. Regular evaluation, monitoring, and refinement of this document will be at the discretion of the Steering Committee.