

Prenatal to Six Professional Development Subcommittee

CHILD & FAMILY COLLABORATIVE OF YORK REGION

Terms of Reference

January 2017 - December 2018

Purpose:

To provide professional development opportunities for early years professionals working with families and children prenatally till 6 years old.

Objectives:

To provide current and relevant information and training to enhance the quality of professional expertise for early years professionals in their delivery of early learning and care programs for typically developing children and those children with different abilities.

To provide at least three workshops annually with at least one of these being focused on addressing children with special needs / different abilities.

To invite guest speakers with appropriate expertise from either within or outside the community.

To provide affordable PD opportunities on a cost recovery basis.

Membership:

Membership of the Prenatal to Six Professional Development Subcommittee could include but not be limited to:

R.E.C.E. Community, York Region Preschool Speech and Language Program, Early Intervention Services, Public Health Services, CTN, Children's Mental Health, Seneca College E.C.E. Faculty and Multi-service agencies

The membership is expected to support the work of the Prenatal to Six Subcommittee and the Child & Family Collaborative

Members must demonstrate their interest in the work of this subcommittee through their willingness to actively participate in the committee and/or task force work.

If a member is unable to regularly attend meetings or resigns, the Chair will advertise the opportunity to participate in this subcommittee on the Child & Family Collaborative Website. Organizational Structure:

Organizational structure:

The committee will consist of two Co-chairs who will be appointed for a period of 2 years with one year overlapping, as well as other committee members who will arrange speakers and event planning. In order to ensure consistency in the work of the subcommittee, members will be asked to make a two year commitment.

The Co-chairs will manage the operations of the subcommittee, which includes managing the correspondence and representing the subcommittee in the community.

Each member will carry one vote and a quorum will consist of 51% of membership.

Minute taker will be appointed at the time of meeting.

Accountability:

The Prenatal to Six Subcommittee is accountable to the Child & Family Collaborative through the Terms of Reference and the annual Work plan. After the review of these documents, the subcommittee will submit them to the Child & Family Collaborative for approval.

The Chair or designate will sit as a member of the Child & Family Collaborative Chairs Committee and is expected to attend all Chairs meetings. The Chair will keep the Collaborative informed of the work of the subcommittee and any issues or concerns that arise.

Minutes of meetings will be retained by the chair/secretary in the subcommittee binder and on disk and will be posted on the C&FC website.

Frequency of Meetings:

The Prenatal to Six Professional Development Subcommittee will meet a minimum of 3 times annually, more often if necessary to meet its objectives.

Orientation:

Members of the Prenatal to Six Professional Development Subcommittee are responsible for the orientation and training of new members. Orientation will address this subcommittee's link to the Child & Family Collaborative as well as the subcommittee's mandate, goals, objectives, operational and organizational structure, and finances.

Terms of Reference will be reviewed every two years, or as required.

All committee members are aware that the Prenatal to Six Professional Development minutes will be posted on the Child & Family Collaborative website.

(Approved: January 10, 2017)