Child & Family Collaborative (C&FC)

**Family Support Subcommittee**

Terms of Reference

# The Family Support is a sub-committee of the Child and Family Collaborative (C&FC)

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. The C&FC website (www.cfcollaborative.ca) is a common access point for information and linkages, professional development, and employment recruitment and retention. The C&FC has several subcommittees, one of which is the Family Support Subcommittee.

**Vision Statement**

To create a thriving community where early years professionals, children (Prenatal to 12 years old) and families have access to the resources and supports, they need to succeed and thrive.

**Mission Statement**

At the Child & Family Collaborative, we bring together professionals from various sectors to collaborate and plan for the well-being of the community of early learning professionals, families, and children (Prenatal to 12 years old). Through our collective efforts, we aim to provide supports and resources that promote healthy development, resilience, and success for all.

**Subcommittee Objectives:**

* Bring individuals, groups, and organizations together to support an Early Years system that is Inclusive, Diverse, Equitable, and accessible for all.
* Use joint-community-based planning to identify supports and resources for early years professionals, families, and children to build their capacity.
* Liaise and advocate to various levels of government and policymakers within the Early Learning Sector, to voice the York Region early learning community needs.
* Coordinate early learning community focus groups to identify York Region early learning community needs.
  + To ensure that Early Learning professionals and families have access to supports and resources through an online platform.
  + To increase early learning professionals and families with children prenatal to 12 years knowledge of community supports and resources through the C&FC website.

**Membership:**

The C&FC membership is composed of dedicated professionals from the early years community who provide services and supports to Early years professionals, families, and children in York Region. Membership within the C&FC is meticulously curated through a combination of thoughtful invitations and voluntary participation. This intentional selection process ensures a mosaic of diverse expertise and perspectives, fostering a robust platform for innovative ideas and comprehensive solutions. Current early learning community membership representation but not limited:

* Formal Education and Training Services
* Child Care Sector
* Child Care Services
* School Boards
* Children’s Mental Health Services
* Family Support Services
* Child Developmental Services
* Public Libraries
* The Regional Municipality of York Public Health
* *Parents/caregivers are engaged through the family support subcommittee and community consultations, focus groups and surveys.*

**Roles:**

**The Subcommittee Chair** is appointed by the Child and Family Collaborative, serving a minimum two year term. • Host and facilitate engaging meetings, fostering an environment conducive to collaboration and open communication among members of the C&FC Family Support Subcommittee. • Take the lead in maintaining an up-to-date members list for the subcommittee, ensuring that all relevant members receive necessary information and updates promptly. • Efficiently manage the coordination of meetings by circulating well-timed and comprehensive calendar invites, providing participants with all the essential details and documents required for effective participation. • Spearhead the preparation and distribution of agendas ahead of each meeting, ensuring that all key topics and discussions are covered, and members are well-informed. • Undertake administrative tasks, particularly in managing emails related to the C&FC Family Support Subcommittee, ensuring timely responses and efficient communication among subcommittee members. • Explore innovative ways to enhance communication and collaboration within the subcommittee, seeking feedback and implementing improvements where necessary

**CFC Past Chair**

* Mentor the new chair for all roles listed above
* Supports chair as needed

**The Co-chair** Working alongside the Chair, the Co-chair assumes the role of providing support, facilitating succession planning within the subcommittee's leadership structure. This role is pivotal in bolstering the Chair's efforts, contributing to the subcommittee's initiatives, and being prepared to step into the leadership role if necessary.

* Moreover, the appointment of a Co-chair plays an instrumental role in fostering a collaborative environment within the subcommittee. The Co-chair actively encourages and supports the participation of all members while nurturing emerging leadership skills within the group.
* This tandem leadership approach to succession planning is designed to sustain the momentum of the subcommittee's work, ensuring its efficacy remains intact across transitions in leadership. The Co-chair's role is in preserving the collaborative spirit and ensuring a smooth handover of responsibilities, contributing to the overall success and longevity of the subcommittee's mission and goals.
* Role to be created as needed by the chair

**The Minute Taker**

This individual, assigned to document the meeting proceedings, ensures that the minutes are recorded. These minutes serve as a detailed account of discussions, decisions, and action items, providing a valuable resource for future reference and accountability. Minutes must be approved by a committee vote and will include attendance.

* Attend scheduled meetings
* Complete minutes from bi-monthly meetings using the C&FC minutes template
* Save minutes in the C&FC Microsoft Teams file
* Share with Chair/Co chair to circulate the minutes with all members

**Frequency of Meetings**

The Sub-Committee shall meet not less than 3 times in each year. Working groups will be developed as needed to action a subcommittee work plan. A quorum at each meeting shall be 3 members.

**Record of Meetings:**

The Subcommittee will maintain written records for each meeting, ensuring transparency and continuity. The chair actively collaborates with members to compile meeting agendas, incorporating input and suggestions from the team. The meeting minutes are documented and made readily accessible to the entire C&FC team through the designated platform.

**Reporting Structure:**

The family Support Subcommittee is accountable to the C&FC working through the Terms of Reference and the Work Plan. After the annual review of these documents, the Chair of the subcommittee will sit as a member of the C&FC and will keep them informed of the operations of the Subcommittee. All recommendations of the Subcommittee will go forward to the C&FC for approval. Once approved, the recommendations will be addressed as appropriate. The Subcommittee representatives are responsible for ensuring there is an ongoing flow of information between this Subcommittee and the community they represent.

**Orientation:**

Members of the Subcommittee are responsible for the orientation and training of new members. Orientation will address this group’s link to the C&FC as well as the mandate, goals, and objectives, operational and organizational structure, finances, and broader child care issues as they relate to the group’s operations.

**C&FC Family Support Subcommittee Functions:**

Provide support to families through development of parenting tools, resources, and other relevant parenting initiatives.

* Provide annual parenting conferences
* Connect with parenting communities to build awareness of community resources and parenting services via email, C&FC website etc.
* Develop working groups to implement subcommittee initiative.
* Please refer to subcommittee terms of reference

**Terms of Reference approved: May 6, 2024 and review every two years.**