

TERMS OF REFERENCE

Advisory Committee to the CLBC Board of Directors

September 29, 2009

The *Community Living Authority Act* requires CLBC's Board of Directors to establish an Advisory Committee. These Terms of Reference set out the Committee's purpose and how the Committee will conduct its work.

1. Purpose

The Advisory Committee provides information and advice to the CLBC Board to assist with governance and decision making. To fulfill this purpose, the Advisory Committee will:

- ♦ Ensure two-way communication between Community Councils and the Board by acting as a link to the Board on both successes and concerns identified by Community Councils that have provincial implications for CLBC and those it serves
- ♦ Recommend improvements to policy and practice for Board and CLBC staff consideration to enhance the quality of life for people served by CLBC

The Board can also request the Committee to examine particular issues

2. Membership

- ♦ The Advisory Committee is made up of a single member from each Community Council
- ♦ Council members, who are nominated by their Council, apply in writing to become an Advisory Committee representative and are appointed by the CLBC Board
- ♦ Members are appointed for up to two years, but may be re-appointed for up to two additional years
- ♦ The Board may appoint a member at large to ensure there is a member of Aboriginal heritage

3. Responsibilities of Members

- ♦ Committee members serve as volunteers and are requested to:
 - Be knowledgeable about CLBC's service delivery approach
 - Attend Committee meetings and activities
 - Bring forward provincial issues identified by their Community Council
 - Communicate to their Community Council the results of the work of the Advisory Committee
 - Read minutes and documents sent for meetings, complete work they take on, and stay up to date with email and other correspondence
 - Know these Terms of Reference
 - Work collaboratively with other Committee members
- ♦ CLBC's code of conduct, values, policies and principles apply to Committee members
- ♦ Members must make clear as soon as possible any situation that is, or could become, a conflict of interest [meaning the member has a personal interest in an issue before the Committee]
- ♦ Members represent all individuals and families that CLBC serves
- ♦ To protect personal privacy, the Committee will follow the [Freedom of Information and Protection of Privacy Act](#) and keep confidential anything the Committee agrees must be kept confidential

- ◆ Members will notify the Committee chair if they cannot attend a meeting. If a member misses two consecutive meetings, they may be replaced on the Committee
- ◆ An agenda and supporting material will be sent to the Committee two weeks prior to the meeting

4. Responsibilities of the Committee Chair

- ◆ Each year, the chair will be elected by members of the Committee, and be subject to Board approval
- ◆ The chair is responsible to:
 - Help develop an agenda for each meeting and manage meetings in a businesslike manner. Where necessary, the chair will use Robert's Rules of Order
 - Ensure everyone's voice is heard when issues are discussed and monitor how well the Committee works as a group

5. Schedule

- ◆ The Committee will meet 4 times a year including an annual one day meeting with the Board, CLBC's senior management team and Community Council representatives to discuss shared issues
- ◆ The meeting schedule will be determined at the beginning of each year

6. Communication

- ◆ The Committee will communicate issues which are provincial in scope to the Board and share information about communication with the Board and their work with the Community Councils
- ◆ The Committee will maintain a webpage about its activities on CLBC's website

7. Decision Making

- ◆ Where possible Committee decisions are based on consensus
- ◆ Members will listen to all viewpoints to ensure issues have been fully discussed
- ◆ If consensus cannot be reached in a reasonable period of time, issues will be decided by a simple majority of the members, if there is a quorum, using Robert's Rules of Order
- ◆ Each Committee member will have one vote on issues that require a vote
- ◆ By agreement of a majority of members, the chair may table issues until the next meeting

8. Changing Committee Guidelines

- ◆ The Committee can suggest changes to these Terms of Reference but they require Board approval

9. Linkage to the Board

- ◆ Two CLBC Board members will attend all meetings but will not vote
- ◆ The two members will serve as a linkage to the Board by providing the Committee with updates on the Board's work and reporting the Committee's work to the Board
- ◆ The Committee will send minutes to the Board after each meeting outlining topics discussed and any recommendations
- ◆ Approved Advisory Committee minutes, and Board responses as required, will be posted to the Committee website

10. Record Keeping

- ♦ Meeting minutes will include attendance, agenda and key discussion points that reflect decisions and any recommendations made
- ♦ Minutes will be approved by members within one month of the last meeting and sent to the Board
- ♦ Approved minutes will be posted to the Committee's website

11. Members' Expenses

- ♦ Expenses to attend meetings or take part in Committee activities will be paid following CLBC's policy

12. Support for the Committee

- ♦ A CLBC staff member will serve as a staff link and provide support on policy and practice. Other members of the CLBC senior management team will be available as needed
- ♦ The Self-Advocate Advisor will provide support to self-advocate Committee members who will also receive needed technical support to help them participate on the Committee [e.g. sign language interpretation services, Braille translation services, transportation, etc.]. Additional support may be provided between meetings by someone in the member's community
- ♦ Self-advocate members may meet with the Self-Advocate Advisor for a half day before Advisory Committee meetings to review and discuss the agenda and supporting materials
- ♦ CLBC will support the Committee by
 - Preparing and distributing minutes
 - Sending the agenda and supporting materials for upcoming meetings
 - Scheduling meetings and making travel arrangements
 - Providing necessary support services including typing and other clerical work
- ♦ New members will receive training on the purpose of the Advisory Committee
- ♦ Subject to available funding and Board approval, members may also attend workshops, conferences and other training events related to the Committee's work

13. Presentations to the Advisory Committee

- ♦ The Committee may choose to receive verbal or written submissions on issues that concern its areas of responsibility [not individual matters]

14. Evaluation of the Committee

- ♦ The Committee will ensure an annual self-evaluation takes place
- ♦ At each meeting, members will review how well they think the Committee is working as a group and make needed changes to how they conduct business
- ♦ The Board will evaluate the work of the Committee from time to time and may make changes to these Terms of Reference when needed

15. How to Contact the Committee

The Advisory Committee can be contacted by any of the following means

- ◆ Email: info@communitylivingbc.ca
- ◆ CLBC website: www.communitylivingbc.ca/
- ◆ Phone: 604-664-0101
- ◆ Toll free number: 1-877-660-2522
- ◆ Mail: 7th Floor, 1200 West 73rd Avenue, Vancouver, BC, V6P 6G5
- ◆ Fax: 604-664-0765