

Coalition for Huron Injury Prevention

TERMS OF REFERENCE

VISION

Fewer injuries and injury related deaths resulting from incidents that are predictable and preventable.

MISSION

The Coalition for Huron Injury Prevention is a community-based partnership working to prevent injuries and injury related deaths in Huron County.

PURPOSE

- facilitate collaboration and communication with various stakeholders to maximize effectiveness and efficiency of Huron County injury prevention initiatives to realize greater funding and leverage resources
- use local and provincial data to identify and confirm Huron County injury prevention priorities
- raise awareness and educate Huron County residents about identified issues

COMPOSITION

The Coalition is a partnership of dedicated representatives from numerous community organizations.

The Coalition may be comprised of the following representatives:

- one representative from each participating municipality
- one representative from the Huron O.P.P.
- one representative from the Huron County Health Unit
- one representative from Wingham Police Service
- one representative from the Ministry of Transportation

The Coalition may also include other representatives from agencies, organizations and groups deemed as beneficial.

Members at Large:

- representatives from the community chosen by the group who have an interest in injury prevention

If a partnering agency needs to appoint a new representative, it will be done in a timely fashion, to ensure the Coalition continues to function effectively.

ORGANIZATION

The Coalition will elect from among its members, a Chair, Vice Chair, Treasurer and Secretary with a one-year renewable term starting each calendar year.

EXECUTIVE COMMITTEE

The Executive Committee will consist of the Chair, Vice Chair, Treasurer, Secretary, the Past Chair and Coordinator.

The Chair will facilitate all meetings and liaise between the Coalition members.

The Vice Chair will support the Chair with the activities of the group and chair meetings the Chair cannot attend.

The Secretary will record and distribute minutes in a timely manner.

The Treasurer will manage and oversee the Coalitions' finances and give a monthly report.

The Past Chair will provide support for the current Chair.

The Coordinator will act as a professional resource for the Coalition in the area of health promotion and injury prevention. The Coordinator will support members in the development and implementation of strategic and operational plans.

ROLE OF MEMBERS

Members are expected to attend and participate in meetings.

Members will support the Coordinator in the development and implementation of strategic and operational plans.

Members also will support the Coordinator by:

- reporting information as required to their organizations, municipalities, communities and stakeholders
- informing the Coalition about significant events and issues in their organization, municipalities and communities
- participating in discussions, projects and events
- forwarding agenda items to the Secretary
- advocating for the need and value of injury prevention awareness and education throughout the community
- carrying out other duties and responsibilities that arise as needed

NOTICE OF MEETINGS

The Secretary will distribute a written agenda, specifying date, time and place one week prior to each regular meeting.

MEETING MATERIALS

The following materials are to be sent to each member along with the invitation to regular meetings:

- agenda for the meeting (to be amended, completed and adopted at the meeting)
- minutes of the previous Coalition meeting

MEETING FREQUENCY

The Coalition will meet on a monthly basis, usually on the second Wednesday of each month at the central location of the Huron County Health Unit, or at a location determined by the Coalition. The members will strive to keep the meetings within a two-hour time limit.

REPORTING

The committee will produce a report minimum of twice yearly for distribution to partners, stakeholders and other relevant parties.

FUNDING

The Coalition is not a 'funder' for community groups, organizations or charities. The Coalition will however look to collaborate with organizations that share a common mandate.

DISBURSEMENT OF ASSETS IF THE PROGRAM DISBANDS

If the program is to disband, the Coalition has agreed that any remaining assets should be redirected to a community organization with similar objectives and priorities.

DATE ORIGINAL COMMITTEE FORMED

June of 2001

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed annually. Next review: March 2017