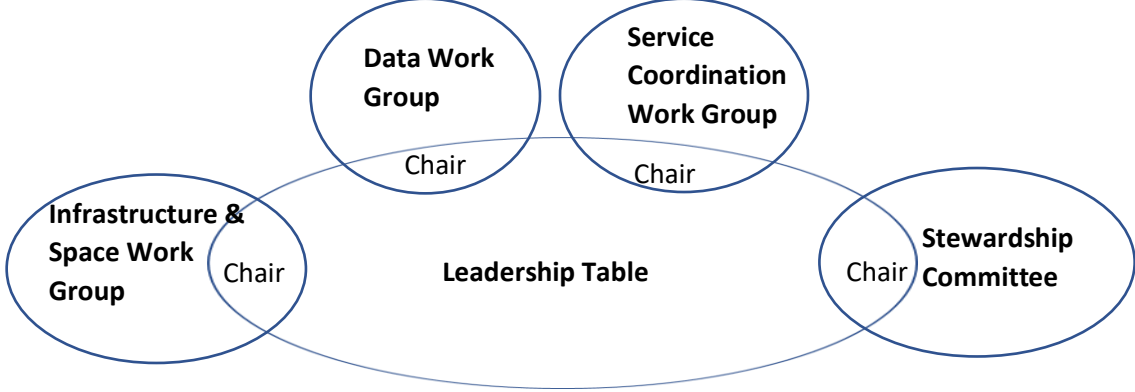


## Terms of Reference

<p><b>Vision</b></p>	<p>Healthy and thriving children, youth and families across the Sooke West Shore region.</p>
<p><b>Guiding principles</b></p>	<ul style="list-style-type: none"> <li>• Health and well-being is critical to lifelong learning and success for children, youth and adults</li> <li>• Our work is guided by best available evidence</li> <li>• We will build on existing strengths and priorities</li> <li>• We value relationships and recognize collaboration is critical to achieve our vision</li> </ul>
<p><b>Purpose</b></p>	<p>To engage community and system leaders working in the Sooke West Shore region in a collaborative structure that can identify and address key community issues facing children, youth and adults through coordinated responses.</p>
<p><b>Governance Structure</b></p>	 <p>The diagram illustrates the Governance Structure. At the center is the <b>Leadership Table</b>. Surrounding it are four entities, each with a <b>Chair</b>: <b>Infrastructure &amp; Space Work Group</b> (left), <b>Data Work Group</b> (top), <b>Service Coordination Work Group</b> (top right), and <b>Stewardship Committee</b> (right). All four entities are interconnected by a large, light blue oval that encompasses the Leadership Table and the three Work Groups, with the Stewardship Committee also overlapping this oval.</p>
<p><b>Membership</b></p>	<p>The Leadership Table is open to senior leadership representatives from all interested community partners (including government, non-government, non-profit community members) who share a commitment to supporting the health and well-being of communities across the Sooke West Shore region. Membership will be reviewed annually with TOR review to promote an inclusive, engaged culture representing the region.</p> <p>The Work Group members will include a representative from the Leadership Table, and as many representatives of TVI partners as needed regardless of position within the partner agency and additional members from the community as identified.</p>
<p><b>Decision-making</b></p>	<p>A collaborative leadership<sup>1</sup> approach will be used.</p>

<b>Responsibilities</b>	<p>SD62 and BGC South Vancouver Island provides administrative support for the Village</p> <p>TVI Leadership Table:</p> <ul style="list-style-type: none"> <li>• Develops an annual work plan based on strategic priorities for the future.</li> </ul> <p>Stewardship Committee</p> <ul style="list-style-type: none"> <li>• Conduit between the work groups, the Leadership Table and interested community partners</li> <li>• Chair meetings on a rotational basis</li> <li>• Draft meeting agendas</li> </ul> <p>Secretariat</p> <ul style="list-style-type: none"> <li>• In consultation with the Stewardship Committee, prepares and distributes materials in advance of meetings</li> <li>• Record notes and circulate notes and actions to membership as well as post on a shared site (e.g., Google Drive) within two weeks of each meeting</li> </ul> <p>Membership</p> <ul style="list-style-type: none"> <li>• Attend meetings; actively participate and contribute ideas and feedback on agenda items and participate in related opportunities as feasible (e.g., joint projects)</li> <li>• Members represent their organizations and mandates and bring a spirit of collaborative action to the table</li> </ul> <p>Work Groups</p> <ul style="list-style-type: none"> <li>• The working groups result from the priorities as identified by the Leadership Table</li> <li>• A member from the Stewardship Committee will be identified as the Chair for each working group with the responsibility for reporting progress/action arising from the working group</li> <li>• Roles of Chair, Secretary, and Members as described above</li> <li>• Terms of reference to be developed using the Leadership Table TOR as a template</li> </ul>
<b>Frequency and location of meetings</b>	<p>Stewardship Committee meets Sept/December/March/June. Location to be determined.</p> <p>TVI Leadership Table meets twice annually (October/April). Location to be determined.</p> <p>Work groups meet as frequently as needed to make progress and representatives report out semi-annually to the leadership table. Work groups meet primarily online and/or at mutually agreed locations.</p>
<b>Date of approval</b>	<p>Terms of reference reviewed annually Revised: December 2022</p>

<sup>1</sup> The premise of collaborative leadership says: If you bring the appropriate people together in constructive ways with good information, they will create authentic visions and strategies for addressing the shared concerns of the organization and community. (Source: <https://www.tamarackcommunity.ca/collaborativeleadership> )