

The Governance Committee

TERMS of REFERENCE

1. Mandate

The Governance Committee of the Peel Institute on Violence Prevention (“the Committee”) will provide advice, guidance, support and make recommendations to the Executive Committee of the Institute (Family Services of Peel's Executive Director, Director of Client Services, and Manager of Peel Institute on Violence Prevention).

2. Objectives

The objectives of the Committee will be:

- To identify opportunities to enhance the development of the institute
- To serve as forum for the exchange of knowledge and ideas on how best to provide services for those who have experienced violence
- To provide advice on how to more effectively promote and evaluate services for those who have experienced violence
- To support Family Services of Peel in achieving the overall goal of establishing the Institute.
- To assist in defining the Mission, Vision and Objectives of the Institute.
- The committee will meet four times a year
- To assist in establishing sub-committees

3. Context

This project was initiated by the Peel Committee on Sexual Assault, (PCSA), during the development of its strategic plan 2012-2015. Family Services of Peel (FSP), agreed to accept the role of fiscal sponsors for the project, (development of the Peel Institute on Violence Prevention).

4. Committee Membership

Membership will consist of a combination of leaders from academia, policy makers, service providers, survivors of violence, community organizations from the public and private sectors.

5. Accountabilities

The Committee’s work plan will be developed by its members and approved by the Executive Committee of the Institute.

Family Services of Peel will be responsible for providing administrative support to the committee, including the preparation of agendas, background materials, research, and committee minutes.

6. Conflict Resolution Guidelines

The Committee will address all matters openly and respectfully, hearing all opinions and engaging in healthy discussions before conclusions are reached. When compromised solutions cannot be achieved in the time frame available a system of decision making by vote will be used as a back-up model.

When conflicts arise between individuals/agencies on the committee said parties can:

- a) Talk to the person directly with whom they experience difficulty; and/or
- b) Talk to the person with the assistance of the Co-Chairs.

Both parties should agree to the time for the meeting to allow for sufficient preparation time. Co-chairs are informed of decision. They will either attend the meeting as required or check in with both parties to ascertain if successful resolution has resulted or if other steps need to be initiated, up to and including member(s) resignation from the Committee.

7. Meetings

The Committee will meet on a quarterly basis. Additional meetings may be scheduled as required.

8. Confidentiality

Prior to participation on the Committee, all members will be required to sign a confidentiality agreement.

9. Quorum

Quorum for meetings will be attendance by a simple majority of Governance Committee Members.

10. Duration

The Governance Committee will remain in place for three years.

11. Amending the Terms of Reference

The Terms of Reference may be revised as determined by the majority of the committee in consultation with the Executive Committee.