

# Quinte Coordinating Committee Against Violence

## Terms of Reference

### Mission Statement

The Quinte Coordinating Committee Against Violence works to promote individual and community awareness of issues relating to sexual and domestic violence. The Committee also works to coordinate a community-wide response aimed at eradicating violence through education and advocacy for effective intervention and therapeutic services in the Quinte area. The Committee works to address issues relating to the needs of the child, adolescent and adult victims/survivors, their children, significant others and perpetrators of violence.

### Philosophy

Violence is a chronic social issue. Historical, systemic and social factors all contribute to the perpetuation of violence in our world today. The Committee believes that prevention programs and intervention services are most effective when they explore, expose and address causes of violence.

The nature of violence demands that prevention strategies openly address that violence is predominately about male violence against women and children. Anti-violence strategies must be proactive and community based. A coordinated response is necessary for the elimination of violence.

Historically, women and children have been socially, economically and legally disadvantaged in Canadian society and it is understood that attitudes and institutions that support, condone or perpetuate traditional power imbalances must be challenged if violence is to be eradicated. The Committee recognizes that victims/survivors of violence are primarily but not exclusively women and children.

For the purpose of this document and in relation to the mandate of this Committee, the definition of violence includes but is not limited to any abuse.

### Beliefs and Aims

The following beliefs and aims inform and guide the work of this committee. We believe:

1. All persons have the right to live free from the presence or threat of violence.
2. All persons have the right to be treated with equality in a sensitive and respectful manner, regardless of sex, race, ethnicity, sexual orientation/preference, religion, ability or age.

3. All persons found guilty of violent offences must be held accountable for their actions through the criminal, civil and/or family court systems.
4. All programs and services shall hold perpetrators accountable for their violent and abusive behaviour.
5. Professional agencies, institutions, organizations and coordinating committees involved in the issues of domestic and sexual violence must be accountable to victims/survivors of such violence.
6. All organizations, services and committees must be fully accessible.
7. All victims/survivors have the right to prompt, effective responsible intervention and support to ensure that they are not re-victimized throughout the process of disclosure, investigation, prosecution and recovery.
8. All victims/survivors have the right and ability to make informed choices involving the specific type of treatment, counselling or support they will receive throughout the disclosure and recovery process. These choices should be respected.
9. The prevalence, complexity and severity of violence demand a comprehensive community response, which is inclusive of victims/survivors and perpetrators.

**We aim to:**

1. Promote awareness and understanding about the issues of violence within the community.
2. Promote community education, professional development and encourage and support effective social action designed to eradicate violence.
3. Support responsible prevention initiative and services for victims/survivors.
4. Work toward ensuring that the judicial system and professional interventions hold perpetrators accountable for their actions through the criminal, civil and family court systems.
5. Promote fully accessible services for victims/survivors and perpetrators within the community.
6. Provide leadership for a coordinated community response to violence with specific attention to the development of complementary and effective therapeutic and advocacy services for victims/survivors and significant others.
7. Develop and demonstrate mutual respect for and understanding of the various roles and responsibilities of the different professionals and agencies involved with victims/survivors, their children, significant others and/or perpetrators of domestic and sexual violence.

# **Quinte Coordinating Committee Against Violence**

## **Organizational Structure**

The structure of the Committee is two-tiered, comprised of a general membership and a Steering Committee membership. Whenever possible it is expected that each agency send a consistent representative.

### ***General Membership***

General membership shall be open to members of the general public and members of community service, who subscribe to the beliefs and aims of the committee. There is no fee to become a member of the Coordinating Committee. However, the Committee reserves the right to review this decision, and if necessary, implement a fee schedule to assist with the basic costs associated with membership.

General members will meet at least once a year.

General members shall select from among themselves the Steering Committee at the Annual General Meeting. General members can, and are, encouraged to participate on sub-committees.

Anyone convicted of a violent crime during his/her involvement with the Committee will have his/her membership revoked.

### ***Steering Committee***

At the Annual General Meeting of the general membership, members shall select from among themselves a Steering Committee consisting of a minimum of 10 members. Steering Committee members will serve a term of either two or three years, or until successors are elected or appointed. The terms of the Steering Committee will be staggered so that no more than half (50%) of the Steering Committee members will be replaced in any given year, in order to ensure continuity. Steering Committee members are expected to sit on and participate on a sub-committee.

The Sexual Assault Response Program will have at least one representative on the Steering Committee.

Representation on the Steering Committee will be sought from the following regions:

- The Greater Quinte Region including Prince Edward County
- North Hastings
- South Hastings
- Quinte West
- CFB Trenton
- Deseronto
- The Tyendinega Territory

Efforts will be made to recruit representation from the following multi-disciplinary categories:

1. criminal/legal/justice system
2. child welfare
3. education
4. mental health
5. health care system
6. special needs groups
7. survivor/victim services for sexual violence
8. survivor/victim services for domestic violence
9. children's services
10. consumers of sexual violence services
11. consumers of domestic violence services
12. men's programming

Steering Committee members shall strive to attend at least 75% of the scheduled meetings per year, and may be asked to step down from the Committee if three consecutive meetings are missed. A successor would then be appointed until the next Annual General Meeting. An effort will be made to fill the position from the same community sector. Any vacancy on the Steering Committee may be filled by the Steering Committee from the general membership at any meeting of the Steering Committee.

The Steering Committee will operate under a consensus of model of decision-making. Votes shall be taken only if absolutely necessary (ie. if time runs out and every effort has been made to come to a consensus). The Committee shall review the consensus model on a yearly basis to ensure that each member understands the process, and to ensure continuation of the effectiveness, fairness and inclusiveness of this decision-making process.

#### ***Permanent Sub-committees***

Permanent sub-committees shall be established by the Steering Committee.

These will include:

1. Education and Training: to look at the training needs within the community for professionals and general public; to support, sponsor and coordinate specific educational events.
2. Membership: to review the Steering Committee membership and general membership prior to the AGM; to recommend recruitment from geographical areas and community sectors not currently represented; to keep a list of persons interested in sitting on the Steering Committee. The secretary should be part of this sub-committee.
3. Protocol: to oversee community protocol training and the revision of the protocol every other year.
4. Child and Youth: to develop an Integrated System of Care for children and youth exposed to violence. Assist/develop wrap around model for children

and youth exposed to violence. Share research/best practices for children and youth exposed to violence. Identify gaps in community services for children and youth exposed to violence. Participate in the development of web-based networking opportunities.

Each sub committee will elect a Chair, take minutes and that Chair or delegate will report back to the Steering Committee. The Steering Committee may establish other sub-committees from time to time throughout the year in response to a specific need or project.

For review of the organizational documents an ad hoc committee will be struck. This will only take place when changes are required, or whenever it is deemed by the Steering Committee that a review is in order.

### Steering Committee Executive Roles

The Steering Committee shall select from among its members an Executive that shall consist of a Chairperson, Vice-Chair, Recorder/Secretary and Treasurer.

#### ***Chairperson***

The Chairperson shall serve a **two** year term. The Chairperson shall prepare an agenda for, and coordinate, monthly Steering Committee meetings. The Chairperson shall facilitate discussion and decision making at these meetings, maintain a copy of the Steering Committee records (binder), and be the contact person for the Steering Committee with the Ministry and Community Agencies. The Chairperson will also sign all outgoing correspondence on behalf of the Committee and respond to requests for the information about the mandate, structure and functioning of the Committee.

At the first Steering Committee meeting following the Annual General Meeting, it will be the responsibility of the Chairperson to ensure that the following tasks are accomplished:

1. map out the meeting times and places for the next year
2. arrange for selection of members for each of the permanent sub-committees
3. arrange for a review of the consensus building decision-making model
4. facilitate a review of the previous year's accomplishments
5. set goals for the upcoming year
6. review how to work with interpreters
7. review the organizational documents (as needed)
8. ensure that there is a formal connection with identified community partners

#### ***Vice-Chair***

The Vice-chair shall perform the duties of the Chairperson in the absence of or inability of the Chairperson to discharge the duties of that office, and shall also perform other duties as assigned by the Steering Committee. It is also understood that

the Vice-chair, barring any unforeseen circumstances, will move into the Chairperson's position the following year.

***Recorder/Secretary***

The Recorder/Secretary shall be responsible for minutes at all Steering Committee meetings, and shall distribute them in a reasonable time before the next scheduled meeting. A consistent format will be used for the minutes. As part of the minutes, the Recorder/Secretary will prepare a task list, which clearly summarizes all tasks assigned, persons responsible and timelines involved. The Recorder/Secretary will also maintain a current membership and mailing list.

***Treasurer***

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Coordinating Committee/proper books of account. The Treasurer shall also present a financial statement or financial position of the Committee at regular meetings, or whenever required. An annual financial report will be prepared for presentation at the Annual General Meeting. The Treasurer shall also establish signing officers required for the distribution of funds, who shall be selected from the Steering Committee. The Treasurer shall also be selected from the Steering Committee.

The Executive as a whole will be responsible for reviewing the financial situation of the Steering Committee as needed, to make decisions around any fundraising needs and to develop a yearly budget.

Relationships With Community Partners

Various groups and committees currently working on issues related to violence against women and children within Hastings and surrounding counties will be informed of any changes to the Coordinating Committee. Liaisons with community partners may include effective information sharing and coordination of area services.

Minimally, the Coordinating Committee will suggest that:

1. minutes from the month Steering Committee meetings be mailed to area coordinating committees
2. area coordinating committees send copies of their minutes to the designated contact of the Coordinating Committee
3. representatives from the area coordinating committees attend the annual general membership of the Coordinating Committee.

In addition, representative from various committees may attend the monthly Steering Committee meetings from time to time (ie. upon invitation to discuss a particular issue which effects both committees); may become general members of the Coordinating Committee; and/or may serve on the Steering Committee.

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