



FRENCH LANGUAGE SERVICES COMMITTEE

TERMS OF REFERENCE

- To meet the needs of Francophones of the Carlington Community and Health Services Centre (CCHS) by developing a French Language Services policy and obtaining full designation under the *French Language Services Act* of Ontario. This Committee is responsible for ensuring the ongoing development, implementation and evaluation of French language services.

ACCOUNTABILITY:

- The Committee is accountable to the Centre's Board of Directors (BD) and its chairperson regularly presents written reports to the Board during regular Board meetings.

ROLES:

- Provides advice to the person responsible for preparing the submission of the designation plan and implementing a work plan for the Centre;
- Establishes the schedule for the preparatory work and presentation of the designation submission;
- Guides the development of a French Language Services policy and evaluates its implementation;
- Provides the Board with all necessary information concerning French language services;
- Proposes strategies for collaboration and the establishment of partnerships for the provision of French language services;
- Proposes strategies to identify the needs of the Centre's Francophone clients;
- Examines the status of French language services on a yearly basis;
- Through its Board, and under the provisions of the *French Language Services Act*, provides advice to the parties concerned in the appropriate departments about the implementation and permanent provision of French Language Services within the Centre.

COMPOSITION:

- A Francophone member of the Board of Directors shall chair the Committee.
- The Committee shall be composed of four Francophone/bilingual members of the Board/community, with a minimum of two Francophone members.
- A Francophone/bilingual representative of each of the Centre's programs and one manager shall serve on the Committee.
- Voting rights: all members shall have equal voting rights.
- One member of the staff of the French Language Health Services Network of Eastern Ontario shall serve on the Committee as a resource person.

MEETINGS:

- Frequency: monthly, to prepare the submission of the designation plan.
- Minutes: The secretary shall send the minutes to the Committee chairperson for approval within one week of each meeting. Once approved, the minutes shall be kept in the Centre's minutes file and distributed to the Committee members two weeks after the meeting. The minutes shall be translated into English for presentation to the Board of Directors; consequently, the French minutes shall be the official version.

EVALUATION:

- The mandate of the Committee shall be reviewed annually.