



## Terms of Reference Planning and Community Action Team (PCAT)

### Purpose

The purpose of the Committee is to support the Board and staff of Carlington Community and Health Services on strategic planning, advocacy and community outreach. This includes:

- Addressing key issues tied to setting overall direction for the organization and ensuring that it is realized. This component includes planning, evaluation and leadership.
- Examining how the range and types of programs and services offered within the organization meet the various needs of clients and the community.
- Building mechanisms by which Carlington is connected to its community and working to effect meaningful change, including partnerships and community involvement and input.

### Accountability

Accountability of this committee is to the Board through reports provided in writing to the regularly scheduled Board meetings.

### Functions

- Monitoring local, regional and provincial developments to identify issues which will affect the community, health and social services;
- Developing community based advocacy campaigns on priority issues;
- Representing Carlington at local or regional events, activities and meetings (including Municipal councillors, MPPs and the LHIN);
- Creating partnerships and networks within the Carlington community;
- Planning which aligns community and regional priorities with reporting and monitoring requirements;
- Monitoring work plans and evaluating activities which contribute to Carlington's three-year planning cycle; and,
- Establishing task forces or working groups when required.

### Membership, Meetings and Expectations

- The committee will be chaired by an experienced Board member and will include a minimum of four members from the community and/or Board.
- The committee will include one senior staff representative.
- The Board president and the Executive Director shall sit as ex-officio members.
- Meetings will be held monthly or as needed.
- Committee members are expected to review all meeting materials and come prepared to actively participate. Members will be asked to leave the committee after 3 unexplained absences.