



Sagamok Anishnawbek Early Childhood Development Parent Committee (ECDPC) Terms of Reference

Sagamok Anishnawbek Early Childhood Development Parent Committee (ECDPC)
Terms of Reference

INTRODUCTION

The vision of the Early Childhood Development Parent Committee (ECDPC) is “*all children will learn, grow and develop to realize their full potential*”.

Our mission is “*to increase community knowledge and skills on the importance of Early Childhood Development by offering quality programs and services that provide children the opportunity to grow up in a safe environment that nurtures, guides, strengthens and unifies families, and inspires a sense of belonging.*”

PURPOSE OF THE COMMITTEE

The ECDPC will act in a planning and advisory capacity to assist in the strategic planning process for this initiative which addresses the following four components:

1. Language and Culture;
2. Healthy lifestyle and nutrition;
3. Parental and Family Involvement; and
4. Education.

And further to:

- a) Support the mandate, planning and development of the Early Childhood Development Initiative (ECDI).
- b) Support training parents, staff and community members on Fetal Alcohol Spectrum Disorder.
- c) Support the delivery of excellent services with collaborative and collective approaches.
- d) Communicate effectively and efficiently to the Education and Community Wellness Departments and/or Committees.
- e) Support the accountability of management and operation of services.
- f) Support quality assurance of services and standards.
- g) Ensure that appropriate resources or recommendation of resources development to assist in the objectives of the ECDI.
- h) Support the optimum state of balance, spiritual, mental, emotional and physical well-being of each individual.

ECDPC ACTIVITIES

The ECDPC is required to act as a unified body. All decisions and actions having to do with the on-going work of the ECDPC must be fully addressed and agreed to by the ECDPC as a group. Members of the ECDPC are seen in special positions of trust and high expectations with regard to proper resources and information. As such it imposes obligations on them to conduct themselves in a way that serves the best interest of the ECDPC. The ECDPC will support:

Sagamok Anishnawbek Early Childhood Development Parent Committee (ECDPC)
Terms of Reference

Program Planning and Evaluation

1. Articulating an overall planning process for the ECDPC, departments/unit and staff.
2. Ensuring that needs analysis is undertaken.
3. Establishing short and long range goals.
4. Setting priorities.
5. Monitoring progress.
6. Ensuring a process for program evaluation and reporting results of evaluation.

Resource Development

1. Assessing the present and future resource needs of Sagamok Anishnawbek children and their families.
2. Establishing and maintaining transitional activities for children ages 0-12 years.
3. Implementing resource development plans; evaluating results of plans.
4. Developing plans for financial resources including the solicitation of donations in kind and collaborating with other groups.

Community Development

1. Establishing and maintaining policies that creates a positive public image of the Sagamok Anishnawbek organization and its programs and services.
2. Monitoring community environment, i.e. community story @2010.

MEMBERSHIP

Composition – The ECDPC shall be comprised of a **maximum of twelve members**: six (6) parents and/or guardians with children ages 0 to 12 years; a representative from Biidaaban Kinooomaagegamik; a representative from the Parent/Infant Advisor Program; a representative from the Elders Council; a representative from the Youth Council (as a non-voting member); two members of Council and required Education Technical Advisors to the Committee. The ECDPC is an Advisory Committee and is recognized by Chief & Council.

Eligibility - The following persons are **prohibited** from being members of the ECDPC:

- a) Any person in a real or potential conflict of interest with the Early Childhood Parent Committee.

ROLES AND RESPONSIBILITIES

Executive

Members of the ECDPC shall appoint a Chairperson, Vice-Chair, and Recording Secretary. The chairperson shall be selected by consensus by the appointed members and be entitled to vote on agenda items. The Executive members shall be appointed for a two-year term.

Sagamok Anishnawbek Early Childhood Development Parent Committee (ECDPC)
Terms of Reference

- 1) The **Chairperson** shall:
 - a) Convene meetings of the ECDPC. This includes providing an opportunity for members to smudge and/or to begin the meeting with an opening prayer, recognizing everyone's opinion during the discussions, encouraging productive discussion and active participation, and maintaining order.
 - b) Act on behalf of the ECDPC as delegated by the full committee.
 - c) Keep the discussion focused and act as a facilitator when members have different opinions.
 - d) Help improve decision making by asking probing questions.
 - e) Summarize discussions and future action.
 - f) Communicate with Chief and Council, the Director of Education, and others as directed by the Parent Committee.
 - g) Consult with the Director of Education in preparation of the agenda for meetings.
 - h) Ensures that the terms of reference for the ECDPC are reviewed annually by the full membership.
 - i) Present recommendations to Chief and Council for approval.
- 2) The **Vice-Chairperson** shall assume full duties of the Chair in his or her absence.
- 3) The **Recording Secretary/Receptionist** shall:
 - a) Record minutes of the ECDPC meetings.
 - b) Provide draft minutes to the Director of Education; Chair and Vice Chair at least five (5) working days after the next Committee meeting, via email.
- 4) The **ECDPC members** will be responsible for, but not limited to:
 - a) Coming to meetings prepared which means reviewing information distributed and preparing comments or questions for clarification
 - b) Completing tasks assigned, within the time frame identified and distributing to committee members in advance of meetings
 - c) Actively participate in discussion by offering objective and informed comments
 - d) Bringing forward issues, for discussion and direction.

MEETINGS

Frequency - The ECD Parent Committee shall meet the *Second Wednesday of every month* beginning at 6:00 p.m. A special meeting may be held between the regularly scheduled monthly meetings if necessary. Meetings shall not normally exceed three hours. For scheduling purposes, a list of meeting dates will be prepared covering a one year period.

Open Meetings - All meetings of the Parent Committee shall be open to the public living within the Sagamok Anishnawbek. In camera sessions may be held at the discretion of the full Committee.

Sagamok Anishnawbek Early Childhood Development Parent Committee (ECDPC)
Terms of Reference

Agenda – Seven (7) days prior to a meeting, members wishing to put forward an item for the agenda shall submit it in writing to the Chairperson and Director of Education. As an alternative, members may verbally put forward an agenda item at the close of the meeting for discussion at the next meeting.

Meeting Logistics - The Director of Education and/or Recording Secretary/Receptionist shall be responsible for the logistics of the meeting. Duties shall include: distributing the agenda five (5) days prior to each meeting, booking the meeting room, distributing meeting minutes within five (5) working days of the meeting, preparing packages of information, and conducting other preparatory and follow up duties as delegated.

Quorum - A quorum shall be the majority (50 + 1) of the ECDPC. A meeting shall not be considered official unless a quorum of members is present.

Decision Making - Decisions of the ECDPC shall be by consensus of the members present. When necessary, a formal decision making process will be followed to help reach consensus. When consensus cannot be reached, the decision will be made based on majority rule with the chairperson having one vote.

The decision making process will consist of the following steps:

1. Develop a brief description of what the real issue(s) is.
2. Make a clear statement of what decision must be made or the immediate problem that must be solved. Secondary problems must be identified as they are usually the root cause of the immediate problem.
3. Conduct an analysis of the problem's implications and its affects on the organization, program or client.
4. Develop alternatives and identify their advantages and disadvantages.
5. The ECDPC relies on the Education Technical Advisory Team to provide information packages to inform the decision making process.
6. Choose the best solution that solves the problem and document the reasons why it was chosen.

Attendance at Meetings - A member who misses 50% of all meetings in a year or three consecutive meetings will be deemed to have resigned from the Parent Committee. The Parent Committee may wish to review the resignation and, under exceptional circumstances, may reinstate the member, i.e. medical reasons, formal education commitments, etc...

ECDPC members who are unable to attend a meeting shall notify the Director of Education and/or Secretary/Receptionist prior to the meeting.

Meeting Minutes - The minutes of the ECDPC meetings shall be the official record of business conducted, following the approval by the ECDPC. The preparation and distribution of minutes shall follow the process described below:

Sagamok Anishnawbek Early Childhood Development Parent Committee (ECDPC)
Terms of Reference

1. Minutes of the ECDPC shall be prepared and distributed to the ECDPC members five (5) working days before the next meeting.
2. Minutes shall be recorded in a standardized format that captures the discussion in sufficient detail, decisions and/or recommendations.
3. Minutes shall be reviewed and approved by the ECDPC and signed by the Chairperson.
4. Once approved by the ECDPC, the minutes shall be posted in the minute binder located at the Shki Waase Aabin Binoojiinh Gamik/Day Care Centre.
5. Minutes will record a motion to enter and conclude in-camera sessions. The in-camera discussion shall not be recorded. A final recommendation of the discussion held during in-camera shall be prepared by the Chairperson and written into the meeting minutes.

Conflict of Interest

Conflict of interest for Sagamok Anishnawbek has been defined in section C-3.8 of the “Sagamok Anishnawbek Personnel Policy and Procedures Manual” (see Appendix A). This section of the Manual shall apply to members of the ECDPC.

An ECDPC member shall not use his/her position for personal gain to the detriment of the interests of Sagamok Anishnawbek.

In the event that a ECDPC member and/or an immediate family member has a personal interest in a matter being discussed by the ECDPC, the member shall declare a conflict and refrain from taking part in the discussion or participating in the decision. The ECDPC member may or may not leave the room for the duration of the discussion dependent upon the sensitivity of the issue and at the discretion of the Chairperson.

Committee Expenses

ECDPC Members shall be paid an honorarium of \$150.00 for the first meeting of the month and \$50.00 for any subsequent meetings in the same month for performing their duties as a member of the ECDPC to the limit of the resources available in the annual budget. Payment will be limited to once per month.

Any person serving on ECDPC business while being paid a regular wage from Sagamok Anishnawbek shall not be eligible to receive both payments.

Reasonable expenses incurred by members of the ECDPC while performing their duties as members shall be paid to the individual members subject to the following exceptions:

- a) Travel expenses shall be paid at those rates established by Chief and Council only if travel is required outside of the boundaries of Sagamok Anishnawbek.
- b) Training expenses for members of the ECDPC shall be paid as per the budget of the ECDPC.
- c) The ECDPC shall not exceed its budgeted amount in any fiscal year.

Sagamok Anishnawbek Early Childhood Development Parent Committee (ECDPC)
Terms of Reference

Education Technical Advisory Team

The Chief Executive Officer, Director of Education, Student Support Workers, Data Clerk, Day Care Supervisor and the School Principal shall provide advice and/or support to the ECDPC.

Accountability

The ECDPC shall be accountable to parents, community members and to Chief and Council for the overall performance of the Committee and in all areas pertaining to the duties outlined in these terms of reference. Accountability will be achieved by:

- a) Distributing ECDPC minutes and making available a binder of minutes for staff and community members to review at the Shki Waase-Aaban Binoojiinh Gamik.
- b) Reporting annually on ECDPC goals and objectives.
- c) Following Chief and Council approved policies and procedures.
- d) Publishing major decisions in quarterly reports to community members.
- e) Accountability in terms of community participation and consultation will be achieved through surveys, focus groups; community needs assessments, and client satisfaction surveys.

Confidentiality

The discussion of the ECDPC meeting may at times be considered confidential. ECDPC members will be expected to abide by the Sagamok Anishnawbek policy number C-3.10 on confidentiality and sign the oath of confidentiality annually. Confidentiality may be reviewed in terms of information that should never be shared, and at other times, information that should be kept confidential for a period of time until it is ready for release. It will be the responsibility of each committee member to ask for clarification from the chairperson when they are uncertain.

Review of Terms of Reference

The ECDPC Terms of Reference shall be reviewed annually by the members in a special meeting called for this purpose. The Chairperson shall be responsible for ensuring that this review occurs. If amendments or additions are seen as necessary, the ECDPC shall recommend these changes to Chief and Council, in writing, for approval before they come into effect.

Terms of Reference approved on the 12th day of *February, 2014* by the Sagamok Anishnawbek ECDPC.