

Nobody's Perfect Manitoba Steering Committee

TERMS OF REFERENCE

BACKGROUND

The *Nobody's Perfect* Parenting Program is a bilingual community-based program designed to support the development of healthy children by increasing the confidence, skills, knowledge and support available for parents of children from birth to age five who may be facing challenging life circumstances. *Nobody's Perfect* was developed in the mid 1980's by Health Canada and is now supported nationally by the Public Health Agency of Canada. *Nobody's Perfect* was introduced in 1988 to Manitoba where it was funded by Health Canada and Manitoba Health, and the Advisory Committee members shared the coordination duties. Now, *Nobody's Perfect* is funded by Healthy Child Manitoba and Youville Centre holds the service agreement with the Province of Manitoba. Provincial coordination of *Nobody's Perfect* is done by a part-time Coordinator.

GENERAL PURPOSE

The Steering Committee is made up of members from the program stakeholders. Members are responsible for making recommendations and advice on the overall strategic direction, goal setting and coordination of *Nobody's Perfect* in Manitoba.

GUIDING PRINCIPLES

The Steering Committee will actively support and contribute to completing the activities outlined in *Schedule A* of the service agreement. Youville Centre holds liability for both financially and operational delivery and will final approval on activities and finances.

ROLES AND RESPONSIBILITIES

Advisory

Members will participate in collaborative discussions and make recommendations on programming, training and help determine needs of the stakeholders' organizations and parent communities.

***Schedule A* activities include:**

- Advocating for the maintenance of program integrity.
- Supporting the coordinator, trainers and facilitators including formal program training and staff development.
- Increasing appropriate community awareness and information about *Nobody's Perfect* program.
- Encouraging sponsoring agencies to demonstrate sustained commitment to the program.
- Maintaining a liaison with provincial, territorial and national *Nobody's Perfect* bodies.
- Ensuring that reporting and evaluation requirements are adhered to as requested by funders, Public Health Agency of Canada, Healthy Child Manitoba, and others.
- Making recommendations on program development, delivery and revisions as appropriate.
- Monitoring the operational requirements of the program including financial statements and reports.

Promotion

Members will promote *Nobody's Perfect* in their communities. Members will work towards improving the awareness of the program goals and purpose of increasing parents' abilities to nurture the healthy development of their children, to organizations, funders and other stakeholders.

Knowledge Sharing

Members will share information and resources that assist in supporting and achieving healthy families. The primary role of the committee is to encourage partnerships and bring information and ideas from their organizations to the membership.

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MEMBERSHIP

The Steering Committee is comprised of representatives from stakeholder groups such as: the Aboriginal community, Addictions Foundation of Manitoba, Government of Manitoba, Public Health Agency of Canada, Regional Health Authorities, Youville Centre, parents, service providers and other related organizations. The success of *Nobody's Perfect* depends on active participation on the committee.

Membership Governance:

- The Committee shall have a maximum of 8 members and a minimum of 5 members, each serving a 2-year term (renewable) for a maximum of two terms. (Grandfathering year 2015 – 2016) Extensions may be granted at the request of the key stakeholder group. To ensure succession planning, members are to actively recruit and bring suggestions for new memberships to the Chair and Coordinator.
- Terms will run from September to June.
- The Committee has the responsibility of reviewing ongoing commitment of its members. Members who miss more than 3 consecutive meetings in a fiscal year will be contacted by the Chair to determine eligibility of membership.
- The *Nobody's Perfect* Coordinator shall sit ex officio on all committees related to *Nobody's Perfect* and has no voting rights.
- The Chairperson will be a representative from Youville Centre Administrative team and will act as a direct liaison with the coordinator. The Chair will run the committee meetings and will have voting authority.
- Meetings take place up to 5 times per year or at the call of the Chair.
- The meeting recorder is selected on a rotating basis. That member will type minutes and submit to the Coordinator prior to the next committee meeting.
- Meeting quorum will be represented by 50% of the current membership.
- Members should attend meeting regularly and keep up with meeting minutes to ensure that continuous progress is made at each meeting. When a committee member will be absent, an alternate (but consistent) person from the stakeholder organization can be appointed to attend.

CODE OF CONDUCT

Members shall:

- Complete an application for committee review prior to joining the membership.
- Review the Terms of Reference.
- Carry out the Roles and Responsibilities of the membership.
- Keep all pertinent confidential information they may receive as a committee member.
- Contact the Coordinator if they will be absent from a meeting, at least on day prior to the meeting, if possible.
- A conflict of interest exists for a committee member when a decision is required regarding the distribution of funds and/or resources to a committee member or an organization of which he/she is a member. When a conflict of interest is declared or identified for a member, he/she may continue to participate in the discussion at the discretion of the committee; however, he/she will not vote on the issue.