**Toronto Child and Family Network**

**Terms of Reference**

***Approved June 13, 2019***

**Vision:** All children and families in Toronto experience optimal well-being.

**Mission:** Mobilize the systems intersections that improve child and family well-being in Toronto.

**Mandate:** A table where system leaders respond, advance and champion system integration with an aim of improving quality, access and seamless service pathways for children (prenatal to age 12) and their families.

**Values:**

* All services will be inclusive, culturally appropriate and reduce inequity.
* The Network will engage in collaborative planning, striving for consensus.
* When mobilizing and planning system improvements, the Network will work with the community sectors and with families affected by the systems.

**Members:**

Members are staff who represent agencies, organizations and/or associations that work within the Toronto child and family sectors.

Membership at the steering committee will be leaders from the systems outlined below:

* Education
* Child Welfare
* Public Health
* Early years and child care
* Mental health
* Extra support needs and services
* Libraries
* Parks and recreation
* Health
* Ministry of Education
* Ministry of Children, Community and Social Services
* Major Funders
* Community organizations
* Post-secondary institutions

New members for the various committees and tables may be recommended for nomination by existing members, the advisories or the Network Development committee. Outside organizations that are interested may also reach out to the TCandFN@toronto.ca to express interest.

Nominated members are then vetted and approved by the relevant committee or appointed by the chairs/conveners. All nominated parties must first become members through an application process before being approved.

All new members must attend a 30 minute orientation to be on-boarded to the TCFN. An orientation package will be provided along with copies of the past 3-4 meeting minutes. In most cases, the backbone support will provide the orientation unless directed otherwise by the chairs. Best practice should have the backbone support go to the member organization to conduct the orientation in person.

**Toronto Child and Family Network Goals: 2019-2024**

TCFN has developed [five outcomes for children, and five outcomes for families](https://raisingthevillage.ca/outcomes-indicators/). Together they describe the well-being that we hope all children and families in Toronto experience. In partnership with the Indigenous community, [outcomes for Indigenous children and families](https://raisingthevillage.ca/indigenous-outcomes/) were also developed that reflect the specific needs and worldviews of Toronto's diverse Indigenous communities.

Improving these outcomes and the [Growing Up in Toronto Challenges](https://raisingthevillage.ca/initiatives-strategies/) were the foundational basis through which the TCFN four goals were established in a year-long strategic planning process in 2018.

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| Every family can access information and navigate to services from a single point | Families can access comprehensive services with ease in their community | Every community has access to an integrated, comprehensive screening for early identification of needs. | Staff understand the needs of communities and how to work across systems to improve child and family well-being. |

**Toronto Child and Family Network Structure: 2019**

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**Terms of Reference review:**

These Terms of Reference, including membership, will be reviewed every two years, or as needed, to ensure they support the work of the TCFN.

**TCFN Committee Levels and Structure**

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| **Committee** | **Role and responsibility** | **Membership and meetings** | **Role of Chair/Conveners** |
| Steering Committee  | Provide oversight and direction to the TCFN to advance child and family outcomesCreate working tables, committees, and ad hoc groups as required; appoint members, direct, oversee, and monitor their work and that of the conveners, and recommend establishment of new advisory groups as neededCommit to diversity of membership, across a wide range of characteristics Seek input from TCFN advisories on major decisions, developed products, and strategic actionsAct as a conduit between the TCFN and respective member systems to mobilize for actionActively encouraged to seek out community voice; ensure working tables intentionally include community voice to advise on needs, planning, implementation and system interactions at the community levelProvide resources needed to achieve strategic action (meeting space, staff time, resource development, key connections, etc.) | Senior representatives from child and family systems. See list above for current system representatives.Meet five times per year, or as needed; able to appoint one designate to attend meetings to ensure system continuityMembers and/or designates are expected to attend all meetings. | Create agenda, chair meetings, and ensure decisions of steering committee are carried out and that working tables and conveners are on track to meeting goalsOversee progress towards strategic goals and shared outcomesDirect the work of the backbone support to align with strategic directionsAppoint new members to sit on steering committee and/or working tables |
| Working Tables and Standing committees | Implement strategic actions related to assigned deliverableAccountable to the steering committee for deliverables and reporting back as directed, or at least once a year If change in direction, conveners need to consult the steering committee | Representatives from member organizations who have a vested interest and/or are impacted by the strategic goals | Conveners are appointed by the working table and/or committees and approved by the group through consensusRecruit, appoint appropriate and diverse members for working tables Provide leadership in development of work plan and ensure decisions of the steering committee are carried outFollow-up with missing members and keep member list up-to-dateKeep steering committee apprised of working table and identify linkages with other activities of the TCFNCreate the agenda, chair the meeting, and review the minutesSit at the steering committee and work closely with backbone support |
| Advisories | Develop and implement their own mandate and work plans to improve child and family well-being in Toronto for specific populations or issuesProvide ongoing strategic system advice in relation to the TCFN directions, goals, and deliverables; identity and bring issues and advice to the steering committee | Membership and meeting times, determined by Terms of Reference for each advisory  | Role of chairs determined by Terms of Reference for each advisoryChairs of the Advisory sit at the steering committee |
| Backbone support | Provide assistance, facilitate discussion, align activities, support development of deliverables, and improve functionality of all TCFN committees and working tablesWork closely to support chairs and conveners to achieve goalsSupport agenda creation, minute taking, meeting scheduling, and member onboarding and engagement for all committees and working tablesMaintain a published list of TCFN members, Terms of Reference, strategic actions, meeting times, and minutes from the Steering Committee, Advisory, and Working Tables | The backbone support role is provided by Children's Services as the backbone organization of TCFN.The backbone support work is overseen by the steering committee co-chairs |  |
| Members | Connect and learn about the work of the TCFN by receiving updates; members are eligible to serve on committees, advisories and tables | Any organization that directly serves children (prenatal to age 12) and/or their families in Toronto are eligible to become members |  |
| **Decision making:** Decisions are made by consensus where possible, and by majority vote as needed, for all above committees and working tables |

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