



Oceanside Health and Wellness Network  
Circle of Partners  
**TERMS OF REFERENCE**

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**PURPOSE**

The Circle of Partners (CoP) exists to provide strategic direction to the Oceanside Health and Wellness Network (OHWN) and Action Group(s), oversee the goals, objectives and strategies identified for the network, and monitor metrics related to key determinants of health in Oceanside. Acting as the steering group for OHWN, the CoP provides leadership by promoting and supporting collaborative practices and the principles of collective impact.

**MEMBERSHIP**

The CoP is a core group of leaders from the Network who are passionate, enthusiastic, forward thinkers who have the skills to represent diverse perspectives within the context of each issue and are committed to collaboration to move work forward to achieve identified goals and objectives. A concerted effort will be made to ensure the membership has diversity in its members including range of knowledge, experiences, geographical, organizational, cultural, gender and demographic areas at the table. Members may be from organizations or the community at large. OHWN will seek to have 12 members on the CoP, who are nominated by Network members and elected by ballot by the CoP.

**COMMITMENT AND TERM**

CoP members are committed to attending monthly meetings of OHWN for a period of at least 2 years. If a member can no longer attend, the CoP will determine how the position will be filled.

To establish the 12 member CoP, six members will be appointed for one year terms. The remaining six positions will be appointed for two year terms. Subsequently, all terms will be for two years. At the end of two year term, OHWN members can express interest in being a CoP member either as a new member or reappointed). This process is intended to ensure membership renewal is staggered for smooth ongoing transition of leadership.

**ROLES AND RESPONSIBILITIES**

All COP members will meet regularly to review the status of the strategic plan, develop strategies to achieve organizational goals, identify and oversee the formation of Action Groups to address strategic issues, implement strategies and actions, and evaluate the effectiveness of OHWN activities. Members will be expected to identify how they or their organizations can contribute to OHWN's collective priorities.

**Chair** – the chair is a volunteer leadership position that is filled by an active member of the CoP. The chair has strong leadership skills, oversees the work of the coordinator, acts as the main spokesperson for OHWN, and is accountable to the CoP.

**Term:** Annual appointment by consensus of CoP. May serve consecutive terms as elected by the

COP.

**Role:** Chairs OHWN meetings, confirms the agendas, reviews /approves minutes, approves expenditures, and oversees the Coordinator's activities (including hiring, providing direction, monitoring the work, and reviewing/approving invoices). Chair may designate a temporary replacement from the CoP to chair meetings or make decisions in the case that he/she is unable to at any given time.

**Coordinator** - The Coordinator provides leadership, capacity, administration and coordination services for OHWN and acts as spokesperson when required. The coordinator takes direction from the Chair but remains accountable to the CoP. This is a paid position and contracted in support of the CoP through partnership with Island Health (VIHA) and the Regional District of Nanaimo (RDN).

**Term:** The CoP will review this contract annually. It will be renewed as funding is available, following a satisfactory evaluation of performance, or as frequently as determined by the CoP.

**Role:** Facilitates the development, updates and reporting of the strategic plan; supports partnership development; coordinates OHWN events; educates and informs the CoP of relevant current events, opportunities and policy issues; submits regular status reports to funders; and applies for and manages implementation of grants and/or contracts on behalf of OHWN. The coordinator also manages administration tasks such as preparing and circulating minutes, agendas and meeting materials in collaboration with the Chair; managing OHWN's meeting calendars, invitations, distribution lists, website content, and email; and maintaining all operational records.

**Action Groups** - Action groups will be formed to conduct the work of addressing/achieving goals contributing to OHWN's strategic plan. The Lead of each action group must sit as a member of the CoP and is responsible for reporting the action group's activities/progress at each CoP meeting. Action Group members may come from the CoP, Network membership or the broader community. Action Groups exist at the discretion of the CoP.

## MEETINGS

In person meetings will be held monthly, with communication via email and telephone between meetings. Teleconferencing can be accommodated when necessary; however in person meetings are preferred. Meeting notes will be circulated in a timely manner.

Guests may be invited to provide expert knowledge and input but will not be included in the consensus decision-making. A member who wishes to invite a guest to a meeting will bring the recommendation to the Chair and Coordinator in advance of the meeting.

## ACCOUNTABILITY AND DECISION-MAKING

CoP must be responsive and accountable for decisions and action to the communities of Oceanside and the OHWN. Reporting on the results of the OHWN Strategic Plan including determination of goals, priorities, activities and use of resources will occur annually at a minimum. Communication tools will include information posted on the OHWN website, monthly CoP meetings and in-person Network meetings.

The CoP is financially accountable to funders (e.g. Island Health).

Decision-making is by consensus as much as possible and is made by those involved at the time. Where agreement cannot be reached by consensus, a majority vote will decide.