



Terms of Reference

The Familyhome Program Provincial Coordinators Association represents Province wide programs which provide community living alternatives in a family environment to persons with intellectual disabilities.

This group encourages the promotion of quality programs by providing a network of support, information and advocacy.

Membership:

Membership is open to those agencies who offer Familyhome Programs to persons with developmental disabilities. An annual membership fee is required to maintain status in the Provincial Coordinator's Association. Each registered program will be entitled to one vote.

Membership will be comprised of representation from Familyhome Programs within the three Provincial Regions: South-western, Northern and Eastern.

Function of the Familyhome Program Provincial Coordinator's Association:

To bring forth information from each Region.

To respond to issues and to advocate to the Ministry of Community and Social Services and the Ministry of Children & Youth Services.

To encourage networking between programs.

To update and educate around new issues.

Frequency of Meeting for the General Membership:

Three times per year with the option of additional meetings as required.

Modes of Operation:

From the General Membership, the Executive Committee is to be elected. This committee will include the following:

Chairperson
Secretary
Treasurer

Election for the Executive Committee:

There will be an election held every three years.

The Executive Committee Should Communicate Regularly To:

Plan the agenda for the Provincial Meetings.

To follow up on specific issues, as directed by the General Membership, with the appropriate body.

To distribute pertinent correspondence to membership agencies.

To be accountable for income and disbursements as they relate to the general operation of the group.

Quorum Will Be Met Under the Following Conditions:

- ★ 51 % of the General Membership
- ★ A representative from each of the three major Regions
- ★ Vote toward quorum may be made by written proxy.

Review:

These Terms of Reference are subject to review every three years, however, a member of the Family Home Program Provincial Coordinator's Association may, at any time, bring forth an amendment to the existing Terms of Reference.

Date of Adoption by the membership: March 29,2004