

## **CONTINUATION WORKING GROUP PHASE III**

### **Terms of Reference**

#### **Goal**

To advocate for the continued funding and support of the Ontario Heart Health Project- Taking Action for Healthy Living (OHHP-TAFHL) and to provide opportunities for the planning and delivery of community-based heart health/chronic disease prevention programs.

#### **Objectives**

- To be the voice of the Ontario Heart Health Network in advocating for the continuation of the funding and delivery of the OHHP-TAFHL Program after 2007.
- To make recommendations to the Ministry of Health Promotion review and planning process as it relates to the transformation of the OHHP-TAFHL beyond 2007.
- To convene and oversee working groups to move this process forward as required.
- To ensure Network members are updated across the province.
- To bring forward the collective voice of the OHHN to the Executive.
- To work with heart health and chronic disease partners to influence decision-makers regarding provincial policies and support mechanisms needed to promote heart health/chronic disease prevention in every community in Ontario.
- To work closely with HHRC in its capacity as secretariat to the Network
- To represent the Network on provincial committees which promote/support heart health/chronic disease prevention.
- To liaise between MHP and OHHN members, as the need arises.

\* Ex officio is defined as by virtue of office or position; "by right of office". Often used when someone holds on position by virtue of holding another.

## **Membership:**

### **CWG Phase III is a committee that represents the OHHN and as such reports to the OHHN Executive**

- The CWG Phase III Committee will be made up of representatives from OHHN Executive, OHHN, Community Partners including OCDPA, the Heart and Stroke Foundation of Ontario, and Regional Stroke Centres. The Ministry of Health Promotion and the Heart Health Resource Centre staff members operate in an ex-officio capacity.
- The Committee will consist of a minimum of seven individuals.
- Members will serve in a volunteer capacity. If they need to withdraw from the committee for any reason, they will inform the chair. The chair will include on the agenda discussion around membership when members withdrawal.

## **Decision Making**

- The CWG Committee operates by consensus of members present, but should the need arise, a vote will be taken and a majority vote shall carry.
- Ex-officio\* members do not have a vote when issues are voted on but can contribute to the discussion.

## **CWG Committee Chair**

- The position of Chair shall be nominated, and voted if necessary, by CWG III Committee members.
- The Chair must have been a member of one of the represented groups on the Committee.

## **The Chair or Designate should be the Spokesperson**

- The Chair or designate is the recognized spokesperson for the Committee.

## **Meetings**

- The CWG Phase III Committee shall hold teleconferences at least once a month or at the call of the Chair. Members will also attend face-to-face committee meetings as the need arises and may participate in smaller working groups on behalf of the larger group.

## **Terms of Reference**

- The terms of reference will be reviewed bi-annually.