



## CMNRP's Advisory Committee

### Terms of Reference

#### **PURPOSE**

The Advisory Committee supports the Champlain Maternal Newborn Regional Program (CMNRP) Network Council to further its vision, mission and goals of improving the care and services offered to childbearing families in the Champlain and South East Local Health Integration Networks (LHINs), from pregnancy to the first few months after birth. The Advisory Committee provides operational advice, organizational support and oversight to the CMNRP committees and workgroups as they work towards fulfilling the 2015-2018 strategic plan.

#### **ACCOUNTABILITY**

The CMNRP Advisory Committee is accountable to the Network Council.

#### **ROLES AND RESPONSIBILITIES**

The Advisory Committee shall:

- Provide operational advice on regional and provincial priorities to address at the regional level.
- Bring forward new issues that impact maternal-newborn care and services in the region (e.g. service reductions, new programs/initiatives).
- Provide oversight to the CMNRP committees and workgroups:
  - Develop/endorse the committees' terms of reference and the workgroups' project charters.
  - Receive/review committees' action plans and progress reports.
  - Oversee the implementation of the action plans.
  - Approve deliverables produced by committees and work groups.
- Bring concise updates and recommendations to the Network Council related to the above activities.

#### **MEMBERSHIP**

The Advisory Committee consists of the following members representing the demographic diversity, expertise and types of maternal newborn services offered in the Champlain and South East LHINs:

- CMNRP Regional Director - Chair
- CMNRP Medical Leads
- CMNRP Administrative Lead from host organization (CHEO)
- CMNRP Perinatal Consultants (as leads of committees and workgroups)
- Clinical Directors, physicians and midwives representing levels 1, 2 and 3 hospitals in Champlain and South East
- Manager/Supervisor from Public Health Units
- Executive Director from Community Health Centre
- Family representative
- Chairs of committees and workgroups

## **PROCESS FOR SELECTION OF MEMBERS**

The majority of members are individuals representing specific roles within organizations, and as such, are appointed to the Advisory Committee. For other member representatives, a Call for Expression of Interest in Membership will be issued by CMNRP to all its regional partners once a year or as needed to maintain membership quorum. The CMNRP Leadership Team will review all Expressions of Interest and select members.

## **TERMS OF MEMBERSHIP**

- **Members**

Members are selected as individuals to represent a specific role or expertise; use of alternates or designates by members is not permitted. Members representing a specific expertise will serve a two-year term with the option to renew once.

Committee members are expected to actively participate in the work of the committee by bringing their experience to the table in a way that is respectful, open-minded and with a spirit of supporting positive change for maternal-newborn care within the region. Active participation is demonstrated by regular meeting attendance and accomplishment of action items identified at meetings.

Committee members work together in making recommendations that take into consideration not only the diversity of clients and families receiving the care and services, but also the diversity and range of services being offered through the childbearing period and the different partners of CMNRP within the Champlain and South East regions.

- **Chair**

The committee Chair is the CMNRP Regional Director, re-appointed by the committee members in October 2015.

### **Role of Chair**

Under the authority delegated by the CMNRP Network Council, the Advisory Committee Chair shall:

1. Ensure that the mission and strategic plans are followed by CMNRP committees and workgroups.
2. Determine agendas for and chairs the Advisory Committee meetings.
3. Appoint CMNRP staff to lead committees and work groups; and see that action plans that will serve CMNRP's mission and strategic directions are developed and implemented.
4. Be a member of the Network Council.
5. Collaborate with the Leadership Team on the succession planning, recruitment and selection of chairs and members of committees and workgroups.

## **MEETINGS**

Two-hour meetings are scheduled bi-monthly or at the call of the Chair. Although it is preferable for members to attend meetings in person, electronic technology such as telephone and/or videoconferencing are available.

Meeting dates and times are determined by availability of the majority of members. Quorum of 50% of the membership is required.

## **DECISION MAKING and QUORUM**

The Advisory Committee will act in the best interest of the maternal and newborn health care system and all members share accountability for decisions and outcomes. Decisions will be based on the needs and experiences of parents, newborns and families, and on evidence whenever possible. Decisions are made by consensus of the committee. If consensus cannot be reached, decisions will be made through voting with a simple majority of those present.