

SCHEDULE A

FCSS CALGARY FORUM

TERMS OF REFERENCE

1. PURPOSE

- 1.1. The Family and Community Support Services (FCSS) Calgary Forum provides an opportunity for FCSS staff, organization representatives, and other stakeholders to work together to increase the profile of FCSS in Calgary. The primary functions of the Forum are:
 - 1.1.1. Advisory – to provide input and feedback to FCSS Calgary on business processes;
 - 1.1.2. Awareness – to increase the public profile of the FCSS program and preventive social services;
 - 1.1.3. Advocacy - to address FCSS policy and financial issues at both a local and provincial level.

2. GUIDING PRINCIPLES

- 2.1. **Transparency:** Open communication related to FCSS Calgary business. Discussions are not confidential and may be shared with others;
- 2.2. **Partnership:** Forum members recognize and respect the unique roles and strengths of FCSS staff and FCSS funded organizations;
- 2.3. **Consensus:** Forum members develop strategies and make decisions by consensus;
- 2.4. **Collaborative:** Forum members maintain a pragmatic focus and work collaboratively to implement Forum work plans;
- 2.5. **Collective Responsibility:** Forum members commit to focus on community-wide outcomes rather than organization-specific issues and organizational interest. The Forum recognizes the unique perspective and experience of each member.

3. ROLES OF THE GROUP

- 3.1. Provide guidance and advice to FCSS Calgary on funding and social planning processes;
- 3.2. Seek out opinions and advice from non-Forum organizations to help provide feedback to FCSS Calgary;
- 3.3. Present on behalf of FCSS funded organizations during the FCSS funding recommendation meetings to the Standing Policy Committee on Community & Protective Services;

- 3.4. Participate in the development of communication plans and materials used to increase public awareness of FCSS;
- 3.5. Document systemic and funding issues affecting the preventive social service sector in general and the FCSS program in particular.
- 3.6. Develop recommendations for the City of Calgary and Government of Alberta to strengthen the preventive social service sector;
- 3.7. Support advocacy efforts to increase awareness and support of the FCSS program with elected officials, including meetings with local MLAs and City Councilors, as required;
- 3.8. Participate in FCSS-related events and activities, as necessary;
- 3.9. Work closely with the FCSS Association of Alberta (FCSSAA) to support their provincial initiatives, as appropriate.

4. ANTICIPATED OUTCOMES:

- 4.1. Increased visibility and stature of the FCSS program and the preventive social service sector in the community;
- 4.2. Increased financial stability of the FCSS program and the preventive social services sector;
- 4.3. Enhanced ability of FCSS funded organizations to effectively respond to the growing and diverse needs of Calgarians;
- 4.4. Enhanced working relationship between FCSS Calgary and the non-profit sector.

5. COMPOSITION:

- 5.1. FCSS Calgary Forum will be co-chaired by an organization representative and a member of FCSS Calgary;
- 5.2. FCSS funded organizations are invited to express interest in being a group member. Group members participate on a voluntary basis by invitation from FCSS Calgary and current Forum members;
- 5.3. Ten (10) FCSS organization representatives are selected by a sub-committee of the Forum to participate in the group, based on a cross-section of organizations with respect to outcome area and organization size;
- 5.4. Executive-level or senior level organization representatives are preferred Forum members. Members may have another person attend occasional meetings on their behalf. However, having a consistent group member in attendance is encouraged;

- 5.5. Two (2) members from FCSS Calgary, both management and front-line level, provide resource and administrative support. City Council member on the FCSSAA Board is considered an ex-officio member;
- 5.6. Representatives from community stakeholders, such as the FCSSAA, United Way and Calgary Chamber of Voluntary Organizations, are invited as determined by Forum members.

6. TERM

- 6.1. Staggered three-year (3) term for each member with 1/3 turn-over annually. A second three-year term is an option to maintain forum consistency based on interest and commitment of current members. Term expiry is May.

7. MEETING

- 7.1. Meetings will be held every other month, from September to June. Additional working group meetings will be held as necessary.

8. RESOURCE STAFF

- 8.1. FCSS Manager and/or Team Lead
- 8.2. FCSS Social Planner

9. MINUTES

- 9.1. Meetings notes are compiled and circulated to the group by the FCSS Social Planner.