

OSPN Coordinating Committee Terms of Reference



Membership and Structure of Coordinating Committee:

All members are LGBT seniors (50+). Potential members are screened through an interview to ensure a good fit. Currently, the Coordinating Committee includes the chairs of the sub-committees and members at large. We rotate the chair and minute taker for each meeting; before the end of each meeting we decide who will take these roles for the next meeting.

Responsibilities:

- To play a leadership role in promoting the vision of OSPN;
- To coordinate and support the work of the OSPN committees;
- To seek out opportunities to gain funding for projects;
- To make decisions re: allocation of funds that have been raised;
- To resolve issues which come up within the Network;
- To organize the Community Gatherings and other events suitable to its work;
- To respond to requests for interviews/speakers from the media, various levels of government and other organizations.

Relationship with Centretown Community Health Centre:

- CCHC considers OSPN as a community initiative that it supports by providing resources such as space for meetings, and insurance for special events;
- A Health Promoter from the Community Health Promotion (CHP) team will be allocated time to support OSPN. (Amount of time negotiated through the Director of CHP);
- When CCHC is partnering with OSPN on a project that we receive funding for, and CCHC is the lead, CCHC will manage the funds. Staff hired will be staff of CCHC, accountable to the Director of Community Health Promotion.

Decision making:

Decisions will be made by consensus, which means that everyone can live with the decision whether or not they agree to it. This applies to discussions of issues raised at meetings and those raised in email communication between meetings that require prompt action. If we can't reach consensus, we will park the issue and come back to it at the next meeting. We are guided by the principles and process outlined in the document, "Consensus Decision-Making". A quorum is 50% plus one.

Meetings:

We will meet monthly, with the exception of December and one summer break. Members unable to attend in person can be connected via electronic means. Minutes will be circulated, amended and finalized. They will then be circulated to all sub-committee members for information only.