

KFACC STEERING COMMITTEE

Terms of Reference



1. TITLE

The name of the committee shall be the Kingston Frontenac Anti-Violence Coordinating Committee (KFACC) Steering Committee.

2. PURPOSE

The Steering Committee shall coordinate, monitor, and oversee all projects and activities completed in relation to KFACC's strategic priorities.

All KFACC expenditures and budgets are to be managed by the Steering Committee. The committee shall develop and submit funding proposals, and approve such proposals prepared by other KFACC members, subcommittees or working groups, prior to submission. Further, the committee shall oversee the preparation and submission of progress and evaluation reports to funding bodies.

All informational, educational and promotional materials produced on behalf of KFACC such as pamphlets, reports and planning documents, must be reviewed and approved by the Steering Committee.

3. MEMBERSHIP

The Steering Committee shall consist of six (6) to eight (8) appointed members who have demonstrated a commitment to the mandate of KFACC in terms of attendance, participation, sub-committee representation and/or experience within the anti-violence community.

Every effort will be made to ensure cross-sectoral representation on the Steering Committee.

Vacancies on the Steering Committee will be filled from among the KFACC membership.

Membership will be reviewed on an annual basis at the **June** KFACC meeting. Application for Steering Committee membership shall be made to the Chair(s)¹ prior to May 30th of each year.

4. CHAIR

The KFACC Chair(s) shall also serve as Steering Committee Chair(s).

5. MEETINGS

Steering Committee meetings will occur on a monthly basis, or as called by the Chair(s).

The Chair(s) sets the agenda for Steering Committee meetings, and is responsible for administration of the meetings, including generation and distribution of agendas and minutes.

¹ When necessary to ensure that committee business remains on track, KFACC and its Steering Committee may be served by two Co-Chairs, instead of a single Chair.

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Regular Steering Committee meeting agendas shall include updates on the activities of all KFACC standing and ad-hoc subcommittees and working groups, status reports on all current KFACC projects, and a review of KFACC's current financial situation.

6. ACCOUNTABILITY

The Steering Committee is directly accountable to KFACC as a whole, and shall report on a regular and consistent basis.

All Steering Committee business shall be conducted in an open and transparent manner.

The Steering Committee shall exercise decision making responsibilities on matters which require attention, subject to such restrictions as may be imposed by KFACC as a whole.