



KINGSTON FRONTENAC  
Anti-Violence Coordinating Committee

# **Orientation & Welcome Kit**



Greetings!

Thank you for your interest in joining the Kingston Frontenac Anti-Violence Coordinating Committee, or KFACC. Representation from agencies such as yours makes our group stronger and more effective.

KFACC endeavours to contribute to the eradication of violence by promoting individual and community awareness of issues relating to domestic and sexual violence; and promotes a coordinated community response to the development and delivery of services to victims of partner abuse and sexual violence, and their families. The different areas of expertise and perspectives we each bring “to the table” help us develop a comprehensive understanding of the challenges, issues and priorities for our clients, member agencies, and communities.

Over the years, KFACC has evolved into a robust group with multi-sectoral representation from organizations working throughout Kingston, Frontenac County, and, in some instances, Lennox & Addington County. We work together to identify and discuss relevant issues, build consensus regarding our priorities for action, prepare and submit proposals for grant funding, and develop and implement collaborative work plans to advance our mandate. Our collective voice allows us to address a variety of issues in an effective and focused manner.

We welcome you and look forward to your organization's valued contributions.

This Orientation & Welcome Kit will familiarize you with KFACC, guide you through the membership process, and serve as a tool to help you stay organized and ready to contribute to KFACC and our various sub-committees in a meaningful and efficient manner. We trust it will answer any questions you might have about KFACC, our membership requirements, and our current projects; however, please feel free to contact me if you have any questions or require additional information.

On behalf of our committee, I welcome you to KFACC! We look forward to working with you.

With thanks,

Chairs, Kingston Frontenac Anti-Violence Coordinating Committee



## TABLE OF CONTENTS

<b>MEMBERSHIP AT A GLANCE</b>	<b>1</b>
So You're Thinking About Joining KFACC	1
If You Decide to Become a Member Agency	1
Now That Your Agency is a KFACC Member	2
<b>INTRODUCTION TO KFACC</b>	<b>3</b>
The Early Days	3
Vision Statement	3
Mandate	3
The Principles That Guide and Inform Our Work	4
Our Belief Statements	4
Some of Our Past and Current Projects	6
<b>COLLABORATION IN ACTION: OUR PROTOCOLS</b>	<b>8</b>
PARTNER ABUSE PROTOCOL	8
SEXUAL ASSAULT PROTOCOL	10
<b>MORE ABOUT OUR STRUCTURE &amp; OPERATIONS (Terms of Reference for KFACC)</b>	<b>12</b>
Membership	12
Attendance, Participation & Responsibilities	12
Conflict of Interest	14
Organization & Structure	14
Meeting Agendas and Minutes	18
<b>ADMINISTRATIVE MATERIALS</b>	
APPLICATION FOR KFACC MEMBERSHIP	
STATEMENT OF COMMITMENT	
PARTNER ABUSE PROTOCOL REVISION REQUEST FORM	
SEXUAL ASSAULT PROTOCOL REVISION REQUEST FORM	



---

## MEMBERSHIP AT A GLANCE

### So You're Thinking About Joining KFACC...

KFACC membership is open to any agency or organization that works in some capacity with victims and survivors of partner abuse and/or sexual violence, their children, their family members, and/or perpetrators of said violence. From time to time, membership may be extended to interested individuals working within the anti-violence movement.

The Kingston Frontenac Anti-Violence Coordinating Committee:

- ✓ Endeavours to contribute to the eradication of violence by promoting individual and community awareness of issues relating to domestic and sexual violence
- ✓ Promotes a coordinated community response to the development and delivery of services and supports to victims of partner abuse and sexual violence, and their families.

Our member agencies work in urban and rural communities throughout Frontenac County.

### If You Decide to Become a Member Agency...

Our recruitment, approval and orientation process is relatively informal. However, we do ask that agencies interested in joining KFACC:

1. Contact the chair(s) of KFACC to express interest in joining KFACC.
2. Send one or more representatives to a regular meeting of KFACC as observers. This will give you an opportunity to meet other agency representatives, receive a general introduction to current projects, and get some idea of how the group operates.
3. Review the Orientation & Welcome Kit and complete and submit the *Membership Application* form. The Membership Communications and Outreach Committee is responsible for overseeing the application, approval and orientation process for new members.
4. Confirm your organization's understanding and willingness to work with KFACC in accordance with our mandate, vision, beliefs and guiding principles. Following this confirmation, there will be a formal process at a regular meeting of KFACC to confirm your agency as a new member.



- 
5. Pair new KFACC member representatives with experienced ones for the first several months of membership to answer any questions your representative might have and help familiarize them with the group's operations and projects.

## **Now That Your Agency is a KFACC Member...**

All member agencies are required to:

- ✓ Accept and adhere to the mandate, belief statements, guiding principles and accountability mechanisms for KFACC. (Protocol signatory agencies must agree to comply with the specific commitments outlined in those protocols.)
- ✓ Identify a designated representative who will attend KFACC meetings on a regular basis; contribute to meeting agendas, discussions and decision-making processes in a responsible manner; and, participate meaningfully in the completion of tasks assigned to the membership-at-large.
- ✓ The designated agency representative will serve as a liaison between the member agency and KFACC, promoting two way communication and information sharing as requested.
- ✓ Participate actively on sub-committees and working groups, and assist with the completion of their work.
- ✓ Assume responsibility for all costs relating to representatives' participation in said meetings and/or completion of assigned tasks, including transportation costs and costs associated with time spent in meetings.

## INTRODUCTION TO KFACC

### The Early Days

Prior to the 1970s, the issues of partner abuse and sexual violence were rarely discussed in the public arena. They were thought to be “private matters,” not appropriate for public examination and not requiring government intervention. However, throughout the 1970s and early 1980s, victims and survivors of partner abuse and sexual violence worked with community members, service providers and professionals to bring attention to these issues, establish much needed services for victims, and secure public funding shelters for abused women, sexual assault centres, and related services.

In 1983, a small group of professionals and service providers established the Coordinating Committee Against Domestic Assault on Women (CCADAOW) and formalized their commitment to work together to develop and implement a comprehensive and cohesive network of services for victims of partner abuse and their families. For the next 20 years, representatives from the law enforcement and justice, shelter and housing, health, and mental health and counselling support sectors worked together to:

- ✓ build effective, cooperative relationships;
- ✓ improve their understanding of the responsibilities and challenges inherent in each other’s positions;
- ✓ share information, resources and expertise;
- ✓ enhance and improve their understanding of the issue of partner abuse; – and –
- ✓ develop and implement various initiatives designed to improve the network of services available to victims of partner abuse and their families.

Their efforts culminated in the development and implementation of a comprehensive Protocol for Partner Abuse, outlining shared guidelines for best practices for a collaborative response to victims of partner abuse in 2003.

In 2005, the Coordinating Committee expanded to include organizations and professionals working with victims and survivors of sexual violence and the group’s name was officially changed to the Frontenac Domestic and Sexual Violence Council. This evolved into the Kingston/Frontenac Anti-Violence Coordinating Team—currently known as the Kingston Frontenac Anti-Violence Coordinating Committee.

### Vision Statement

We envision communities where all persons live safely, free from domestic and sexual violence.

### Mandate

The Kingston Frontenac Anti-Violence Coordinating Committee contributes to the eradication of violence by promoting individual and community awareness of issues



relating to domestic and sexual violence, and supporting a coordinated community response.

Member agencies involved with KFACC provide quality services to victims of domestic violence and/or sexual violence in accordance with the mandates, policies and procedures of their respective agencies.

## **The Principles That Guide and Inform Our Work**

- **Safety**

The safety of victims of partner abuse and sexual violence, and their children, must be given priority consideration during any involvement with these individuals.

- **Confidentiality**

We understand the relationship between safety and confidentiality for victims and survivors of partner abuse and sexual violence. We will protect the confidentiality of the victims and survivors with whom we work, and their families, within the constraints and parameters of the law.

- **Respect and Dignity**

All persons should be treated with dignity, compassion and respect. We acknowledge the intrinsic worth and value of victims and survivors of partner abuse and sexual violence, and are committed to working cooperatively and collaboratively with the persons we serve.

- **Inclusiveness**

Services should be inclusive, equitable and sensitive to gender, race, ethnicity, culture, religious/spiritual affiliation, ability/disability, sexual orientation/ preference, and socio-economic status.

- **Community Awareness and Education**

Community awareness and understanding of issues relating to partner abuse and sexual violence are integral to the prevention and eradication of these forms of violence.

## **Our Belief Statements**

We believe that:

1. All persons have the right to lives free from violence and the threat or fear of violence.

2. Victims of partner abuse and sexual violence are entitled to intervention and support regardless of where or when the violence occurred, and regardless of the nature or duration of the relationship between the victim and the offender.
3. Partner abuse and sexual violence are criminal issues. Perpetrators of these types of violence must be held accountable for their actions to the full extent of the law.
4. Partner abuse and sexual violence are complex issues with many contributing factors. Both types of violence occur regardless of socio-economic status, class, age, sexual orientation/preference, occupation, mental health status, citizenship status, ability, spiritual beliefs, language, race, culture or ethnicity.
5. The primary dynamic of partner abuse and sexual violence is power and control: the offender uses intimidation, threats, humiliation and pain to establish control over his victim. Whether a one time occurrence or part of an ongoing relationship, the dynamic of power and control makes it difficult for some victims of partner abuse and sexual violence to reach out for help and/or to end their relationship with the offender.
6. The development and implementation of a coordinated plan for a comprehensive community-based service delivery system is one of the most effective approaches to partner abuse and sexual violence. No single organization has the resources or mandate necessary to address the multiple and complex needs of the victims of partner abuse and sexual violence, their children, and offenders.
7. Victims of partner abuse and sexual violence should be active participants in the development and delivery of any services. A participatory approach to service delivery empowers clients, ensures that the client's priority needs are addressed, and promotes cooperation and collaboration between service users and service providers.
8. The unique experiences of children who have witnesses partner abuse, or any other forms of domestic violence, must be given due consideration and attention during the development and implementation of any service delivery strategy.
9. Coordinated community and law enforcement response systems are one aspect of the multi-pronged, long term solution to ending partner abuse. Education, advocacy, social action, and other preventative measures are essential components of any collaborative strategy to eradicate partner abuse and sexual violence.



## **Some of Our Past and Current Projects**

KFACC has assumed a leadership role in the development and completion of many vital and important projects over the years, including but not limited to:

### **❖ Enhancing Network of Services**

Over the years, we have supported and/or assisted with the development and implementation of various pilot projects and new programs designed to expand and enhance the network of services available to victims, perpetrators, and their families, including but not limited to counselling services for perpetrators of partner abuse, services for immigrant women experiencing violence, hospital based services for victims of sexual and domestic violence, and the Neighbours, Friends and Family program. In some instances, KFACC has administered the initiative; in other instances, we have worked with member agencies to help them secure the resources needed to support the new program or service.

### **❖ Partner Abuse Protocol**

Comprehensive document which outlines and confirms a shared framework for understanding and responding to partner abuse, provides detailed information about agencies involved in the delivery of services to victims of partner abuse and their children, and highlights specific commitments of said agencies to work together to provide a cohesive and seamless network of services.

### **❖ Sexual Assault Protocol**

Comprehensive document which outlines and confirms a shared framework for understanding and responding to sexual assault, provides detailed information about agencies involved in the delivery of services to victims of sexual violence, and highlights specific commitments of said agencies to work together to provide a cohesive and seamless network of services.

### **❖ Youth Dating Violence Project**

Web-based resource information about various types of dating violence, service available and safety information designed specifically for youth.

### **❖ Healthy Relationships Video Contest**

Video competition for Grade 9–12 students interested in producing short, age appropriate videos about problems and solutions associated with healthy relationships, dating violence, bullying and related issues.

### **❖ Multi-sectoral Training**

Half and full day training sessions, open to any interested professionals, are organized on an annual basis. Topics recently presented include: legal issues



---

relating to partner abuse; options for the creation of a “one stop” collaborative service delivery site; and “relationship terrorism”.

❖ **KFACC.org Website**

Management of a comprehensive website designed to increase KFACC’s profile and visibility within the community, provide resource information and links to area services for community members, and promote internal communication and task completion within KFACC.

❖ **“One-Stop” Collaborative Service Delivery Site**

A coalition of community professionals and service providers, facilitated by KFACC, are currently working together to establish a single, centrally-located site where male and female victims and survivors will be able to access a wide variety of acute/crisis intervention services, practical supports, and short and long term supportive counselling services: a “one stop” service delivery site for victims and survivors of sexual and domestic violence.

## **COLLABORATION IN ACTION: OUR PROTOCOLS**

### **PARTNER ABUSE PROTOCOL**

#### **History and Development**

In keeping with KFACC's two-pronged mandate (i.e., to support a coordinated community response to partner abuse and sexual violence; and, to assume a leadership role in the areas of violence prevention, education and advocacy) agency members established a sub-committee in 2000-01 to develop a Partner Abuse Protocol for service providers. Funds to support this project were secured in 2002, and a consultant was hired to assist with Protocol development in January 2003.

The Protocol was launched in Memorial Hall, City Hall with over 150 professionals, service providers, politicians, media representatives and community members in attendance. Member agencies were represented at public information booths positioned around the circumference of the Hall. The highlight of the launch was the presentation made by two courageous survivors of partner abuse who chose to share their stories with everyone that day. Their stories served as inspirational and timely reminders of the many ways effective collaboration benefits victims of partner abuse and their families.

In keeping with KFACC's commitment to evaluate the Protocol three (3) years post implementation, the group developed and implemented a comprehensive evaluation, review and revision process for the Partner Abuse Protocol in 2006. Grant funding received to support the evaluation also allowed KFACC to complete a review of services for victims and survivors of partner abuse and sexual violence in Kingston and Frontenac County.

The Protocol was updated as necessary to ensure that the detailed information about agencies and services remained accurate, and was expanded to include more resource material on violence against women. The revised Protocol has been produced in electronic (PDF file) and print formats to increase accessibility and to expedite future revisions.

#### **Purpose**

The Partner Abuse Protocol is designed to:

- ❖ promote a collaborative and cooperative response to victims of partner abuse and their children with attention to best practice guidelines and the most effective use of existing community resources;
- ❖ facilitate and support effective communication between service providers involved with victims of partner abuse, including but not limited to the police, the Crown Attorney's office,

shelter personnel, and community-based social service, justice, counselling, and health care professionals;

- ❖ recognize the particular and specialized areas of expertise of the police, the Crown Attorney, shelter personnel, and social service, justice, counselling, and health-care professionals; and,
- ❖ clarify the respective roles, responsibilities, and practices of various service providers involved with victims of partner abuse and/or their children, including the police, the Crown Attorney, shelter personnel, and community-based social service, counselling, and health-care professionals.

This Protocol has been written to support and facilitate the efforts of **service providers** working with victims of partner abuse. Service providers are welcome to share relevant sections of the Protocol or the entire document with clients in those instances when they believe the information would be beneficial to their clients in this format.

## Responsibilities of Members

Any agency that is an approved member of KFACC is eligible to become a **signatory partner** to the Protocol. Signatory partners sign a Declaration of Commitment confirming their agreement to endorse, comply with and promote the Protocol Framework, including but not limited to our shared understanding of partner abuse, guiding principles to service delivery and our commitment to inter-agency accountability, in accordance with their organization's mandate. **A signatory partner must be a member agency of KFACC.**

The Protocol appendices also include brief descriptions of the services provided by a wide variety of **associated agencies**. These agencies may, on occasion, provide some kind of service or support to someone who has experienced partner abuse or sexual violence although they may not be funded to offer violence-related services. **An associated agency may or may not be a member agency of KFACC** in accordance with their interest, availability, and resources.

The **Protocol Committee** is responsible for:

- ✓ overseeing and monitoring the ongoing implementation and use of the Protocol;
- ✓ completing urgent revisions on an ongoing basis;
- ✓ organizing and coordinating Protocol training as necessary;
- ✓ developing and implementing comprehensive evaluation, review and revision processes for the Protocol in accordance with the approved cycle for said evaluations; and,
- ✓ facilitating distribution of the Protocol as requested.

## **SEXUAL ASSAULT PROTOCOL**

### **History and Development**

In the early 1990s, a small group of law enforcement, justice sector and community agency representatives began developing a Sexual Assault Protocol designed to clarify the roles and responsibilities of various service providers who work with victims of sexual assault in Frontenac County, and to support a collaborative response to sexual violence. However, without a structured coordinating body it was difficult to secure the participation of all the agencies needed for such an undertaking.

In 2005, the Coordinating Committee Against Domestic Assault on Women was renamed the Frontenac Domestic and Sexual Violence Council in recognition of its formal expansion to include service providers working with victims and survivors of sexual violence and/or their family members. This, in turn, revitalized the Sexual Assault Protocol project and the Protocol was completed and launched in February 2008.

### **Purpose**

The Sexual Assault Protocol is designed to:

- ❖ promote self-care and recovery and to enable victims/survivors to make informed decisions for themselves;
- ❖ minimize re-victimization by establishing a procedure which responds appropriately to the physical, medical, emotional and legal needs of the victims/survivors of sexual assault;
- ❖ develop a consistent and coordinated response for all police and service providers in the county of Frontenac;
- ❖ provide assistance that recognizes and is sensitive to the vulnerabilities and barriers encountered by each particular victim of sexual abuse;
- ❖ define and explain inter-agency procedures and responses;
- ❖ promote greater understanding and appreciation of the role of service providers, and to improve the working relationship between them;
- ❖ encourage education of police and service providers in the area of sexual assault;
- ❖ help service providers understand that individuals who have experienced sexual assault may display a variety of behaviours that may not be understood or considered appropriate by service providers; and,



- ❖ enhance sexual assault victims'/survivors' confidence levels as well as the community's ability to respond effectively to their needs, thereby facilitating disclosures and reports.

Similar to the Partner Abuse Protocol, the Sexual Assault Protocol is written to support and facilitate the efforts of service providers working with victims of sexual violence. Service providers are welcome to share relevant sections of the Protocol or the entire document with clients in those instances when they believe the information would be beneficial to their clients in this format.

### **Responsibilities of Members**

Any agency that is an approved member of KFACC is eligible to become a signatory partner to the Sexual Assault Protocol. Signatory partners sign a Declaration of Commitment confirming their agreement to uphold the principles and beliefs, and comply with best practices outlined in the Protocol.

The **Protocol Committee** is responsible for:

- ✓ overseeing and monitoring the ongoing implementation and use of the Protocol;
- ✓ completing urgent revisions on an ongoing basis;
- ✓ organizing and coordinating Protocol training as necessary;
- ✓ developing and implementing comprehensive evaluation, review and revision processes for the Protocol in accordance with the approved cycle for said evaluations; and,
- ✓ facilitating distribution of the Protocol as requested.



## MORE ABOUT OUR STRUCTURE & OPERATIONS Terms of Reference for KFACC

### Membership

KFACC is comprised of member agencies from the law enforcement and justice, shelter and housing, health and mental health, and counselling and social support sectors. Membership is open to any agency or organization that works in some capacity with victims and survivors of partner abuse and/or sexual violence, their children, their family members, and/or perpetrators of said violence. The definition of agency or organization is guided and informed by the listing of signatory partner agencies and associate agencies in the Partner Abuse and Sexual Assault Protocols; however, KFACC will accommodate agencies' self-definitions whenever possible.

Each member agency has one (1) vote in formal decision making processes.

**Member agencies are required to identify a designated agency representative** for a minimum of a one (1) year term of office. The designated representative is responsible for exercising his/her member agency's voting privilege as necessary throughout the year. For this reason, designated agency representatives should have an appropriate level of decision-making authority within their own organization, or timely access to the same, to facilitate effective and efficient decision-making at the KFACC table.

In some instances, member agencies may identify two or more designated representatives with voting privileges in accordance with their own definition of "agency", in those instances when the organization covers an extensive catchment area served by separate sites with distinct mandates and management structures, and/or when the agency administers multiple, distinct programs or services that would benefit from independent representation.

### Attendance, Participation & Responsibilities

The designated representative for each member agency is expected to attend KFACC meetings as scheduled throughout the year. KFACC meets as a large group at least four (4) times a year: March; June; September; and December. However, additional meetings may be scheduled from time to time to address specific issues, deal with a particularly heavy agenda, and/or respond to funding timelines.

Designated representatives are encouraged to identify one or more **alternate representatives** for their organization in those instances when the designated representative knows s/he may miss one or more regularly scheduled KFACC meetings throughout the year. This is offered as an option to member agencies; each designated representative has the right and responsibility to determine if an alternate representative is required for their organization. Designated



representatives should confirm the name and job title of their alternate at the beginning of their term of office (or on an annual basis in June during committee assignments).

In addition to attending all regularly scheduled and special meetings, **designated representatives are responsible for** the following:

- ✓ serving as a liaison between their organization and KFACC, promoting two-way communication, and sharing information on an ongoing basis;
- ✓ reviewing materials distributed prior to or between meetings;
- ✓ responding to requests for input or feedback via email in accordance with identified timelines;
- ✓ sending regrets if unable to attend a meeting - or - identifying and sending an alternate representative - or - forwarding comments, suggestions and input regarding relevant agenda items to the chair or coordinator prior to scheduled meeting;
- ✓ sharing agendas, minutes and other KFACC materials with alternate representative on a regular and ongoing basis in order to ensure that s/he can make informed decisions and apply her/his agency's vote in a responsible manner in those instances when s/he attends a KFACC meeting on behalf of the designated representative;
- ✓ updating the chair if her/his alternate will be attending a meeting on her/his behalf or ensuring that the alternate will introduce her/him self as such at the beginning of the KFACC meeting;
- ✓ reviewing and contributing to website content in consideration of agency mandate and activities, and with attention to sub-committee involvement, upcoming educational events, etc.; - and -
- ✓ serving on one or more sub-committees in accordance with their interests and availability and/or recruiting suitable sub-committee members from their organization.

**In the event that a member agency does not participate in or contribute to KFACC activities for a six (6) month period**, the chair or her/his designate will contact the agency representative, or the executive director in those instances when the designated representative is not the executive director, to discuss and confirm the agency's interest in maintaining their membership.

For the purpose of these Terms of Reference, participation or contribution includes but is not necessarily limited to: attendance at regular and special meetings; attendance at sub-committee or work group meetings; submitting input and feedback via email; and/or participating in ongoing discussions on KFACC's website.

**Guests** are welcome to attend KFACC meetings in most instances. Guests might include but are not necessarily limited to:

- representative(s) from an agency considering joining KFACC as a member;
- new executive directors or program managers from member agencies who wish to introduce themselves and/or familiarize themselves with KFACC (but will not be serving as the designated representative for their agency);
- students completing placements at member agencies; - and –





- 
- alternate representatives who wish to introduce themselves and/or familiarize themselves with KFACC.

Staff members from member agencies, other than the designated or alternate representatives, are welcome and encouraged to participate on sub-committees or working groups in accordance with their interests and expertise.

Membership issues, including applications for membership, attendance and participation issues, are monitored by the Membership, Communication & Outreach Committee. The MCO

Committee notifies the chair of any concerns or issues requiring attention as they arise.

## **Conflict of Interest**

Designated representatives and alternate representatives are required to identify any real, possible or perceived conflicts of interest for themselves and/or their organization as necessary during their involvement with KFACC. The agenda for all KFACC meetings includes a call for real or perceived conflicts, after items on the agenda have been confirmed and prior to the beginning of new business.

In those instances when a designated or alternate representative declares a specific conflict of interest:

- The declaration is noted in the minutes.
- The designated or alternate representative may remain in the room during any discussion and decision-making relevant to the area of conflict if s/he wishes; however, s/he will NOT participate in any discussion or decision-making pertaining to area of conflict.
- In the event that the designated or alternate representative chooses to excuse her/himself from the room during said discussion or decision-making processes, her/his decision and the duration of her/his absence is noted in the minutes.

A representative from any member agency has the right to seek clarification regarding a perceived conflict of interest involving another member agency and/or their representative(s) in the event that the representative(s) doesn't raise the issue. Under these circumstances, the chair has the authority to rule on conflicts as necessary.

In the event that the chair is involved in a self-identified conflict or discussion about a perceived conflict, the Steering Committee assumes responsibility for ruling on said conflict.

## **Organization & Structure**

A chair(s) for KFACC is chosen from among the designated agency representatives on an annual basis, usually at the regularly scheduled meeting in June. It is during this meeting that we also ask designated agency representatives to confirm their committee involvement for the next year.



Most of the ongoing work, activities and projects sponsored by KFACC are completed by a collection of **sub-committees and working groups**. KFACC currently has three permanent subcommittees:

❖ **Administrative Group**

Meets monthly or as needed to coordinate, monitor and oversee projects and activities completed in relation to KFACC's strategic and ongoing priorities. Also responsible for developing and submitting funding proposals, or approving proposals prepared by other KFACC members or sub-committees prior to submission; overseeing and monitoring expenditures and budgets; preparing or approving reports submitted to funding bodies; and approving any materials developed by or on behalf of KFACC, such as promotional materials, education/informational resources, reports and planning documents.

❖ **Membership, Outreach and Communications Committee**

Meets on a regular basis, in accordance with assigned tasks, to coordinate and complete specific tasks relating to the recruitment, approval, and orientation of new members, and to promote the profile and visibility of KFACC.

❖ **Protocol Committee**

Meets on a regular basis, in accordance with assigned tasks, to develop, monitor, evaluate, review and revise the Partner Abuse Protocol and Sexual Assault Protocol for KFACC. In addition, this committee is responsible for organizing any protocol-related training for signatory partners and/or associate agencies.

In addition to these permanent sub-committees, the KFACC committees may establish one or more ad hoc sub-committees or working groups as is necessary to develop and implement particular projects. Ad hoc committees are generally established when a particular project falls outside the mandate of existing sub-committees, and/or is too complex or time-consuming to be managed by KFACC as a whole or by any existing sub-committee. The mandates, responsibilities and membership requirements of these ad hoc sub-committees are generally developed and confirmed at the time they are established.

All sub-committees, permanent and ad hoc, are accountable to the KFACC membership. The Steering Committee monitors and oversees the work of various sub-committees on an ongoing basis in accordance with its mandate.

**Individuals serving on sub-committees** or working groups are responsible for the following:

- ✓ reviewing materials relevant to their sub-committee work distributed prior to or between meetings;
- ✓ attending all meetings or sending regrets to the sub-committee chair; - and -



- 
- ✓ contributing to the work of the sub-committee in accordance with their interests and availability, including but not necessarily limited to completing assigned or chosen tasks in timely manner and/or responding to calls for input or feedback via email.

**Sub-committee chairs** are selected by sub-committee members and are responsible for the following:

- ✓ scheduling meetings as necessary;
- ✓ confirming agenda for said meetings;
- ✓ ensuring any background materials are distributed to sub-committee members as necessary;
- ✓ ensuring minutes are taken and distributed to members and KFACC chair;
- ✓ facilitating sub-committee meetings;
- ✓ ensuring assigned and chosen tasks are completed within appropriate timelines;
- ✓ providing regular updates regarding completed and planned activities to the coordinator for posting on the KFACC website - and -
- ✓ reporting to the Steering Committee and KFACC at large on a regular basis and/or as requested

• **Example of a Typical Annual KFACC Meeting Schedule**

<b>JANUARY</b>	<ul style="list-style-type: none"> <li>➤ Wednesday 16: MCO Committee Meeting</li> <li>➤ Thursday 17: Protocol Committee Meeting</li> <li>➤ Thursday 17: Steering Committee Meeting</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>➤ Thursday 14: Steering Committee Meeting</li> <li>➤ Tuesday 19: Special KFACC Meeting</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>➤ Wednesday 5: MCO Committee Meeting</li> <li>➤ Thursday 20: Protocol Committee Meeting</li> <li>➤ Thursday 27: <b>KFACC Meeting</b></li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>➤ Thursday 10: Steering Committee Meeting</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>➤ Wednesday 7: MCO Committee Meeting</li> <li>➤ Thursday 15: Protocol Committee Meeting</li> <li>➤ Thursday 22: Special KFACC Strategic Planning Workshop</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>➤ Thursday 12: Steering Committee Meeting</li> <li>➤ Thursday 19: <b>KFACC Meeting</b></li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>➤ Wednesday 9: MCO Committee Meeting</li> <li>➤ Thursday 17: Protocol Committee Meeting</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>➤ Thursday 21: Steering Committee Meeting</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>➤ Wednesday 10: MCO Committee Meeting</li> <li>➤ Thursday 18: <b>KFACC Meeting</b></li> <li>➤ Thursday 18: Protocol Committee Meeting</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>➤ Wednesday 15: Steering Committee Meeting</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>➤ Wednesday 12: MCO Committee Meeting</li> <li>➤ Thursday 13: Protocol Committee Meeting</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>➤ Wednesday 3: Steering Committee Meeting</li> <li>➤ Thursday 11: <b>KFACC Meeting</b></li> </ul>



## **Meeting Agendas and Minutes**

Sample agendas and minutes from KFACC and committee meetings are included in this Kit—again, just to give you some idea of KFACC business and organization.

# ADMINISTRATIVE MATERIALS



---

## APPLICATION FOR KFACC MEMBERSHIP

Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Agency Phone: \_\_\_\_\_ Agency Fax: \_\_\_\_\_

Website: \_\_\_\_\_

### Information About Agency Representative

Name of Person Representing Agency: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Person Completing Application: \_\_\_\_\_  
(if different than above)

Date Application Completed/Submitted: \_\_\_\_\_

**Briefly outline why your organization is interested in joining KFACC at this time. Tell us a bit about how you hope to benefit as a result of your association with our group; and what you hope to offer KFACC.**



### **Agency Mandate and Services**

Briefly outline agency mandate and provide general description of services provided with attention to client population, hours of service, referral process, and any programs or services specifically for victims of partner abuse or sexual violence, or their children, or their family members.

**Submit completed form to:**      **Chair, KFACC**  
   **P.O. Box 21042, Kingston, ON K7L 5P5**





---

## STATEMENT OF COMMITMENT

The undersigned organization agrees to assume the responsibilities and fulfill the expectations of membership with the Kingston Frontenac Anti-violence Coordinating Committee.

Specifically, the undersigned organization shall:

- ✓ Accept and adhere to the mandate, belief statements, guiding principles and accountability mechanisms for KFACC (Protocol signatory agencies must agree to comply with the specific commitments outline in relevant protocols.)
- ✓ Identify a designated representative who will attend KFACC meetings on a regular basis, contribute to meeting agendas, discussions and decision-making processes in a responsible manner, and participate meaningfully in the completion of tasks assigned to the membership-at large.
- ✓ The designated agency representative will serve as a liaison between the member agency and KFACC, promoting two way communication and information sharing as requested.
- ✓ Participate actively on committees and assist with the completion of committee work.
- ✓ Assume responsibility for all costs relating to representatives' participation in said meetings and/or completion of assigned tasks, including transportation costs and costs associated with time spent in meetings.

Furthermore, the undersigned agency and all its representatives shall respect and protect the confidentiality of any all information identified as such by the Chair and/or the Steering Committee and/or any member agency of KFACC including but not necessarily limited to any personal or identifying information about individual service users or their family members.

\_\_\_\_\_  
Designated signing authority for member agency Date

\_\_\_\_\_  
Position/Job Title Phone

\_\_\_\_\_  
Organization

Accepted on behalf of KFACC by: \_\_\_\_\_

Date: \_\_\_\_\_



---

## STATEMENT OF COMMITMENT

### AGENCY COPY

The undersigned organization agrees to assume the responsibilities and fulfill the expectations of membership with the Kingston Frontenac Anti-violence Coordinating Committee.

Specifically, the undersigned organization shall:

- ✓ Accept and adhere to the mandate, belief statements, guiding principles and accountability mechanisms for KFACC (Protocol signatory agencies must agree to comply with the specific commitments outline in relevant protocols.)
- ✓ Identify a designated representative who will attend KFACC meetings on a regular basis, contribute to meeting agendas, discussions and decision-making processes in a responsible manner, and participate meaningfully in the completion of tasks assigned to the membership-at large.
- ✓ The designated agency representative will serve as a liaison between the member agency and KFACC, promoting two way communication and information sharing as requested.
- ✓ Participate actively on committees and assist with the completion of committee work.
- ✓ Assume responsibility for all costs relating to representatives' participation in said meetings and/or completion of assigned tasks, including transportation costs and costs associated with time spent in meetings.

Furthermore, the undersigned agency and all its representatives shall respect and protect the confidentiality of any all information identified as such by the Chair and/or the Steering Committee and/or any member agency of KFACC including but not necessarily limited to any personal or identifying information about individual service users or their family members.

\_\_\_\_\_  
Designated signing authority for member agency Date

\_\_\_\_\_  
Position/Job Title Phone

\_\_\_\_\_  
Organization

Accepted on behalf of KFACC by:\_\_\_\_\_

Date:\_\_\_\_\_





## SEXUAL ASSAULT PROTOCOL REVISION REQUEST FORM

Signatory partners, associated agencies and organizations, and area service providers are invited to complete this form to request a change, addition, or deletion to the Protocol with priority attention to the descriptions of their services and programs.

***Completed forms should be submitted to the Chair, KFACC P.O.  
Box 21042, Kingston, ON, K7L 5P5***

Name of organization: \_\_\_\_\_

Your name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Revision Requested: Include section name, page #, and description of changes needed

---

---

---

---

---

---

---

---

---

---

---

---

Rationale for Requested Revision:

---

---

---

---

---

---

---

---

---

---

---

---

Please list any attachments included with this form:

---

---

---

---