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## APPENDIX F

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### SERVICE SYSTEM CAPACITY IMPLEMENTATION TEAM: TERMS OF REFERENCE

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#### *A. ACCOUNTABILITY*

The Service System Capacity Implementation Team is directly accountable to the Violence Against Women Service System Forum: Central West Region, MCSS.

As a working group, the Service System Capacity Implementation Team does not represent the members of the Violence Against Women Service System Forum of Central West Region or the Ministry of Community and Social Services. Any public statements are at the direction of the members of the Violence Against Women Service System Forum through the Co-chairs.

#### *B. FUNCTIONS*

The functions of the Service System Capacity Implementation Team are as follows:

- (i) Conduct an analysis of needs of women experiencing violence and their children and identify gaps in the VAW service system in the Central West Region.
- (ii) Explore opportunities within the current VAW service system to enhance the overall effectiveness and efficiency of services and supports.
- (iii) Identify strategies to better respond to the diverse needs of marginalized women.
- (iv) Develop and implement a plan to enhance the capacity of the VAW service system to meet the diverse needs of

women experiencing violence and their children in the Central West Region.

A detailed implementation workplan featuring the steps to be taken to achieve these functions is featured in Appendix G of this document.

#### *C. IMPLEMENTATION TEAM CHAIR/CO-CHAIRS*

The chair/co-chairs of the Service System Capacity Implementation Team will be appointed by the co-chairs of the Violence Against Women Service System Forum. The role of the Implementation Team chair/co-chairs is as follows:

- (i) Chair Implementation Team meetings in a fair and efficient manner, including starting and adjourning meetings on time;
- (ii) Provide an opportunity for all members of the Implementation Team to participate in meeting discussions;
- (iii) Ensure that tasks assigned to the Implementation Team are addressed within the timeframe specified in the workplan;
- (iv) Monitor the attendance of Implementation Team members and advise the co-chairs of the Violence Against Women Service System Forum of any attendance issues; and

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- (v) Report to the Violence Against Women Service System Forum when requested on the outcomes achieved by the Service System Capacity Implementation Team.

The term of the chair/co-chairs of the Service System Capacity Implementation Team will be from January to December 2009.

#### *D. IMPLEMENTATION TEAM COMPOSITION*

The Service System Capacity Implementation Team will be composed of a maximum of ten (10) members, as follows:

- |                          |                  |
|--------------------------|------------------|
| (i) Team Chair/Co-chairs | ■ Norah Kennedy  |
| (ii) Team Members        |                  |
| Halton Region            | ■ _____          |
| Dufferin                 | ■ Norah Kennedy  |
| Waterloo                 | ■ Jennifer Davis |
|                          | ■ Don Harloff    |
|                          | ■ Heather Froome |
| Peel                     | ■ Mark Creedon   |
|                          | ■ Berna Bolanos  |
|                          | ■ Cindy Cowan    |
| (iii) Team Resource      | ■ Ilda Gizas     |
| (iv) Student Resource    | ■ Asha Ramsumair |

Members of the Service System Capacity Implementation Team will be appointed for the period of January-December 2009

#### *E. IMPLEMENTATION TEAM MEETING SCHEDULE*

The meetings of the Service System Capacity Implementation Team during January to December 2009 will coincide with the meetings of the Violence Against Women Service System Forum, Central West Region, as follows:

- Thursday, April 23, 2009
- Thursday, June 4, 2009
- Thursday, October 1, 2009
- Thursday, November 12, 2009

The Service System Capacity Implementation Team will meet for a two-hour timeframe during the scheduled meeting of the Violence Against Women Service System Forum.

#### *F. IMPLEMENTATION TEAM MEMBER PARTICIPATION*

The members of the Service System Capacity Implementation Team are expected to:

- (i) Attend and participate in all Service System Capacity Implementation Team meetings;
- (ii) Be prepared for each Service System Capacity Implementation Team meeting by reviewing pre-circulated information in advance;

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- (iii) Respect the confidentiality of Service System Capacity Implementation Team meeting information and discussions.

#### *G. TIMEFRAME*

The Service System Capacity Implementation Team has been established for the period of January-December 2009. The overall effectiveness and future direction of the Violence Against Women Service System Forum and Implementation Teams will be evaluated in November 2009.