



## COMMUNITY ETHICS NETWORK

c/o PACE Independent Living  
970 Lawrence Ave W, Suite 210  
North York, ON M6A 3B6

Telephone: (416) 789-7806  
Fax: (416) 789-7807  
Web: <http://www.pace-il.ca>  
Web: <http://communityethicsnetwork.ca>

Proud Member of the  
Canadian Bioethics Society  
Société canadienne de bioéthique

### Community Ethics Network Terms of Reference<sup>1</sup>

#### Mandate

The Community Ethics Network is a membership-funded collaborative of organizations interested in promoting quality community healthcare and support services. The Network exists to assist members to develop ethics capacity and processes through collaboratively sharing tools, resources and experiences. This, in turn, supports principle-based work and care experiences.

#### Mission

To lead and sustain the integration of ethics within and across community health and support sector<sup>1</sup>.

#### Vision

Ethical care everywhere, every time.

#### Membership and Structure

The Network is led by its Steering Committee. The Steering Committee will convene smaller Working Groups to focus on specific aspects of the strategic and annual plans. Financial affairs are hosted by one member organization, supported by the Network coordinator and directed by the Co-Chairs as per Steering Committee decisions.

Each member organization designates one or more Ethics Leads to be the link(s) between the Network and their organization. All member organizations are encouraged to participate in the Steering Committee, Working Groups, and the All Members Meeting.

Membership is open to organizations and individuals involved in providing services or supporting other organizations in providing services within and across the community health and support sector.

Members can participate in meetings by various means, including in person, telephone, video or other medium. Members can also contribute through written contributions on matters being addressed.

#### Roles and Responsibilities

##### ***Steering Committee***

The Steering Committee shall be comprised of a minimum of six members, including two Co-Chairs, at all times.

- Steering Committee members are drawn from the organizational and individual membership and are responsible for decision-making as required to progress the Network's activities.
- The maximum number of voting members will amount to one Ethics Lead from each member organization and all individual members at any time.
- Member organizations are welcome to have more than one staff person on the Steering Committee, but will have just one vote per organization.

---

<sup>1</sup> 'Community health and support sector' is an umbrella term that includes community-based services such as mental health and addictions support, community support services, home and community support, assisted living, independent living, primary care sectors, etc.

- Steering Committee members will renew their membership annually by verbal agreement with the Co-Chairs.
- The Steering Committee will be responsible for approving the strategic plan and the annual work plan.
- The Steering Committee will make decisions as required for the ongoing operation of the Network – e.g. set the rates for membership, procuring services, booking conference spaces, etc.
- The Steering Committee will also approve documents and resources produced on behalf of the Network.

### ***Co-Chairs***

There will be two Co-Chairs at all times who will, with the assistance of the Network Coordinator, set the time, date, location and agenda for each meeting.

- Co-Chairs will be elected by the Steering Committee and will serve a three year term, with renewal possible as agreed by the Steering Committee.
- Co-Chairs will have signing authority for all expenses incurred by the Network and its constituent groups.

### ***Network Coordinator***

A Network Coordinator will be engaged on an hourly basis as needed to progress the functions of the network and its constituent groups. The Coordinator will submit monthly invoices to the Co-Chairs.

### ***Working Groups***

- Working Groups will be convened as required to realize the goals and related activities of the Network.
- Each workgroup will develop its action plan, including timelines, tasks and responsibilities.
- Typically, each Working Group will have at least one member from the Steering Committee serving as Lead. This will function as the conduit for reporting of the Working Group's activities to the Steering Committee as agreed given the nature of each Working Group's responsibilities. Templates will be provided for regular updates for the Steering Committee. Co-leads will be selected as deemed necessary.
- Individual Working Groups will meet as deemed necessary and appropriate by the members, in consultation with the Lead and Steering Committee.
- The Network Coordinator will offer administrative support as possible.
- All workgroup activities and expenses must be approved by the Steering Committee and CEN Co-Chairs prior to any contracts or other commitments. Proposals and requests for approvals can be submitted at regularly scheduled Steering Committee meetings and, between meetings, through email communication with the Co-Chairs initially, for subsequent consultation with the Coordinator and full Steering Committee. As with all Network financial details, full disclosure of all expenses/revenues will be part of the Network's Annual Activities Report. Guidelines for remuneration rates for presentations of project work are to be followed at all times.
- The range of extant Working Groups will be reviewed periodically by the Steering Committee in light of the priorities and needs of the Network.

### ***Meetings***

#### ***Steering Committee Meetings***

- The Steering Committee will normally meet 6 times per year at intervals of approximately two months.
- Quorum will be 50% plus 1 of the Steering Committee membership at any time.
- Decisions will be made by consensus wherever possible.

- Where consensus cannot be achieved, a 60% majority of members participating in the meeting will be required. Where quorum is not achieved, decisions will be recorded and circulated within three days to all Steering Committee members to inform them of the decisions and gather any concerns.
- The Co-Chairs will determine if the concerns are sufficient to warrant holding the decision until a virtual vote can be arranged.

#### ***Working Group Meetings***

- Working Groups will arrange their meeting time, date, location, medium and format as per the group members' availabilities.
- Individual Working Groups will determine the nature of and process for producing records of meetings, but will report at intervals to the Steering Committee using the reporting template provided.
- Working Groups may make requests for specific resources and/or expenditures. These will be considered by the Steering Committee.

#### ***All Members Meetings***

- All Members Meetings will be convened on an annual or biannual basis as deemed necessary to progress the activities of the Network and engage with the membership at large.

#### **Review**

These Terms of Reference will be reviewed at All Members Meetings and reconfirmed or revised as needed. Other revisions will occur as required.