



Community Coordination for Safety in Relationships CCSR

Terms of Reference

October 2012

1. Priorities

CCSR Priorities 2006:

- a. Young women being exploited by older men
- b. Men's Programs
- c. Affordable Housing

CCSR Priorities 2009:

- a. Education of community and professional on Violence in Relationships (VIR)
- b. Promotion and support of community events related to VIR
- c. Create a local resource guide of services related to VIR
- d. Establish protocols with professional programs and agencies providing services related to VIR

CCSR Priorities October 2011:

- a. Education of community and professional on Violence in Relationships (VIR)
- b. Promotion and support of community events related to VIR
- c. Maintain the local resource guide of services related to VIR
- d. Identify and communicate roles of professional programs and agencies related to VIR
- e. Continue to support the ICAT in High Risk cases

Goals and Priorities for CCSR, October 2012 – October **2013**

1. Education of community and professionals on VIR
2. Promotion and support of community events related to VIR
3. Maintain the local resource guide of services related to VIR
4. Continue to Support ICAT High Risk Cases
5. Develop and support identified annual projects

Project Goals and Priorities for CCSR, October 2012 – October 2013

1. Youth Age Appropriate Relationships
2. Youth Sexting
3. Services for Men

1 (2) CCSR Priorities will be reviewed every year in October.

2. CCSR Steering Team Membership and Meetings

2 (1) Steering Team Members will be anyone who is providing Professional Services in our catchment area which covers from Spillimacheen to Canal Flats.

2 (2) Decisions of the Steering Team will be made by consensus.

2 (3) Steering Team Meetings will be held once a month on the first Thursday from 11:00 to 13:00 hr. Steering team meetings may be called more often if necessary.

2 (4) Steering Meeting locations may rotate to various locations

2 (5) The Chair for Steering Team Meetings will be determined prior to each meeting

3. CCSR Coordinator

3 (1) May be a paid position or a volunteer position

3 (2) A volunteer coordinator will hold a position for one year

3 (3) A volunteer coordinator may agree to remain in the position for subsequent years at the request of the CCSR team

3 (4) The team may opt to share the volunteer coordinator position by creating a rotation of volunteer coordinators

4. General Duties of the CCSR Coordinator

- 4 (1) Will send notice of meetings along with an agenda
- 4 (2) May organize refreshments for meetings when funds are available
- 4 (3) Will take minutes for the Steering Team Meetings
- 4 (4) Will prepare and circulate the minutes from the meeting to CCSR members
- 4 (5) With the availability of resources, provide leadership in organizing training events for the CCSR Team and Community at large.
- 5 (6) Lead the team in annual review of priorities

5. Coordinator Reporting

- 5 (1) The funded Coordinator will provide a written report of coordination activities to the CCSR Team and the Executive Director of the Administrative Society once a month.
- 5(2) The funded Coordinator will send all approved minutes of the CCSR Team Meetings to the CCSR Team and the Executive Director of the Administrative Society.
- 5 (3) The Volunteer Coordinator/s will report to the CCSR team

6. Coordinator Accountability

- 6 (1) The funded or Volunteer Coordinator is accountable to the CCSR Team. They will work closely with the Team to receive general direction and support.
- 6 (2) The funded Coordinator is accountable to the Executive Director of the Administrative Society, to assist in meeting contractual obligations