

NORTH WEST DEMENTIA NETWORK
CORE LEADERSHIP TEAM
TERMS OF REFERENCE

VISION

The vision of the North West Dementia Care Network is a collaborative voice dedicated to Dementia Care.

MISSION

The mission of the North West Dementia Care Network is to create opportunities for individuals, caregivers and community partners to collectively facilitate an integrated continuum of Dementia Care.

CORE VALUES

The North West Dementia Care Network values:

- Energized Leadership
- Teamwork and collaboration
- Contribution to Society
- Openness, Trust and Communication
- Involved Decision Making

CORE LEADERSHIP TEAM

The Core Leadership Team will be responsible for the overall coordination and decision making for Network activities. The Core Leadership team will be comprised of a maximum of 6 representatives from the overall Network. Four of these representatives (Psychogeriatric Resource Consultants and Public Education Coordinator's from Thunder Bay and Kenora) will be fixed members. The Core Leadership group can recruit members to fill vacant fixed positions from the overall membership when necessary, however, the candidates representing fixed positions will be recruited only for the term defined below.

TERM

Non fixed representatives of the Core Leadership Team will serve a two year term.

RESPONSIBILITY OF THE CORE LEADERSHIP TEAM

Expertise and support for the following Core Leadership Team responsibilities will be drawn from the overall membership where ever possible. The Core Leadership Team will:

1. Facilitate regular and ongoing communication and collaboration with the Network,
2. Coordinate outreach activities in consultation with district member agencies and communities
3. Plan and organize quarterly Network education sessions,
4. Recruit new membership in accordance to the defined recruitment process,
5. Oversee funding and proposal writing in collaboration with the Network,
6. Plan the distribution of best practice and applicable research to the Membership,
7. Coordinate public advocacy activities,
8. Link with the North West Local Health Integration Network,
9. Manage the Web Site,

GUIDING PRINCIPLES:

All members of the Core Leadership Group will:

1. Ensure that they come fully prepared for all meetings;
2. Share perceptions, ideas, and opposing views openly and honestly;
3. Shall ensure transparency and integrity in all discussions;
4. Participate in healthy open respectful debate;
5. Participate in consensus decision making striving wherever possible for a win-win outcome;
6. Where available offer evidence of best practice to support recommendations;
7. Participate in creating a strong team, focused on the collective participation of the Network.

ACCOUNTABILITY AND REPORTING PROCESS

The Core Leadership Team is accountable to the overall Network. Any Network member can participate in Core Leadership Team meetings in person or by telephone. If attending in person any expenses will be the responsibility of the member. All meeting notes will be posted on the web site for membership access. Network members will assume the responsibility for reviewing the minutes posted on the web page and if any questions arise will contact either chair.

FREQUENCY OF MEETINGS:

The Core Leadership Team will meet monthly.

CHAIR:

The Psychogeriatric Resource Consultant(s) and the Public Education Coordinator(s) will assume a rotating co-chair role for all meetings and carry responsibility for shared management of the web site. This will include posting and updating information and reporting web hits.

AGENDA:

A standard agenda will be used as follows:

1. Review and approval of previous minutes
2. Educational Events and Project Updates
3. Community Outreach
4. Best Practice and Research Updates
5. Network Education Session Planning
6. Budget Costs and Sustainability
7. Strategic Planning and Evaluation
8. Communication with Broader Membership
9. Minute Taker
10. Next Meeting Date

All Network members can forward agenda items to the Core Leadership Team.

MINUTE TAKING:

All participants will assume the role of minute taking on a rotational basis with the exception of the chair. The minute taker will be identified at the end of each meeting for the next meeting.

NETWORK EDUCATION SESSIONS

The Core Leadership Team will plan and coordinate quarterly Network education sessions in May, September, December and March of each year. These sessions will be scheduled for a maximum of two hours and teleconference sites will be arranged. Ideas for topics will be received from the overall membership. The Core Leadership Team is also responsible for organizing an annual planning session scheduled for March of each year. The agenda will include a recap of the previous year's accomplishments, an education session, the development of goals for the coming year, and the recruitment of new Core Leadership members during a recruitment year only.

RECRUITMENT OF MEMBERSHIP

The Core Leadership Team is responsible for facilitating recruitment of new participants every two years. One-half of the rotating membership (2 every two years) will voluntarily step down to make room for new membership. The recruitment process will include the preparation and circulation of a recruitment notice to all membership. This recruitment notice will include a copy of the terms of reference and request a letter of intent from interested Network members wanting to become a member of the Core Leadership Group. The following schedule will be applied:

1. January of the recruitment year a notice of recruitment will be posted on the web page and emailed to the membership.
2. Members will be invited to submit a letter of interest inclusive of a short biography. The letter should include why they want to be a member of the Core Leadership Team, what they hope to contribute, and what skills they can offer to take the Network forward into the next phase.
3. Letters will be received by the Core Leadership Team by February 15 of the recruitment year.

4. Recruitment will be completed by March of the recruitment year and will be finalized as part of the annual retreat.
5. Interested candidates will be invited to speak at the retreat and all members in attendance will vote through a secret ballot process.
6. The candidates with the most votes will be selected to serve the next two year term.