**Community Action Team (CAT) Leadership Committee Terms of Reference**

**July 2020**

**Background:**

The CAT, established in the fall of 2015, serves as a forum for discussion on: mental health and substance use, social determinants of health, the identification of health service priorities, community and health services planning and development, and other issues related to the opioid crisis and or substance use of Cowichan Valley citizens and communities.

The CAT Leadership Committee focuses on planning, communicating and providing logistical duties on behalf of the CAT and subcommittees.

**Reporting:**

The Leadership Committee adopts the CAT Vision, Mission, Guiding Principles and Values. In providing support to the CAT, it will present both verbal and written reports to the CAT at their regularly scheduled meetings.

**Membership:**

The Leadership Committee includes representatives from the Cowichan Valley, at a minimum, 6 members including:

Cowichan Tribes

Island Health

OCCHN Facilitator

School District 79

Business Association

Community Member

Reporting Liaison Members are non voting members

* Canadian Mental Health Association Project Hosts
* CAT Coordinator
* Peer Coordinator

A designated alternate for each representative will be assigned in the event one of the members is unable to attend. Membership will be reviewed annually.

Leadership Table Membership

* If there is a vacancy that cannot be filled by an alternate representative of the organizations listed, an open request will go out to the CAT table seeking a representative to fill the position. Leadership table members must be active and contributing participants at the CAT table and adopt the CAT vision, mission, guiding principles and values.
* If there is a vacancy in the Community Representative Position, *The community representative* position will be posted via the CAT members and in the local newspaper. The community volunteer will complement the committee. Interested parties will submit a letter of intent. This member will be selected based on their interest, commitment and ability to work with a multi sectoral table. The successful applicant must also become an active member at the CAT table and adopt the CAT vision, mission, guiding principles and values.

**Responsibilities:**

The responsibilities and functions of the Leadership Committee include:

1. Assist in providing leadership to CAT,
2. Assist Chair/Co Chair to finalize agendas and minutes for distribution to CAT members
3. Take recommendations and follow through with actions as requested by CAT
4. Facilitate and provide strategic direction for CAT
5. Ensure transparency regarding decisions and address where perception of conflict is possible. In the event of any perceived conflict the representative will declare the conflict and step out of the room
6. Assist with accurate and timely communications with public
7. Communicate financial and logistical processes to the CAT membership
8. Oversee responsible recording and reporting of CAT financial information should it exist
9. To review Terms of Reference every six months

**CAT Leadership Chair**

To be determined by voting from the leadership team for a term of one year.

**CAT Leadership Chair Key Responsibilities:**

1. To chair the Leadership table
2. To be a designated contact
3. To provide leadership in planning CAT meeting activities
4. To be spokesperson for the CAT for media and public statements