

LAC LA BICHE REGIONAL TRANSITIONAL HOUSING PROJECT

Task Force Terms of Reference

Purpose of the Task Force:

To provide leadership and direction, both policy and management, for the establishment and operation of the Lac La Biche Regional Transitional Housing Project.

Responsibilities:

1. Provide leadership and vision for the program start-up and on-going development.
2. Actively engage in the development and approval of strategic plans, budgets, policies and procedures.
3. Ensure the program is delivered efficiently and effectively using provincial best practice models and current research as benchmarks.
4. Provide the program manager with support and direction in providing high quality service for program participants.
5. Working with the program manager to ensure high quality reporting to all funding and community partners.
6. Act as a link to the community and support community engagement for the implementation and on-going operation of a high-quality community program.

Board Membership:

Community agency and citizen participation in the operation of this board is critical for its success. Maximum membership will be at nine people; minimum of five. Ideally membership will include representation from:

1. Emergency shelters – 1 from each organization
2. Canadian Native Friendship Centre
3. Metis Nation Zone 1
4. Portage College
5. R.C.M.P.
6. Lac La Biche County
7. Alberta Works
8. Alberta Health
9. One member to have lived experience with homelessness

Expectations:

1. Task Force members are to attend a minimum of 75% of meetings. If unable to attend, the task force member is to notify the chair. If absent from three consecutive meetings, the task force member shall be deemed to have resigned.

2. Maintain active participation.
3. Participate on task force functions.
4. Maintain program/staffing confidentiality.
5. Task Force members are responsible for their own expenses.

Officers:

1. Chair: this position is to be held for a minimum of 12 months. Any member of the task force may hold this position, other than staff. In consultation with the program manager, the chair sets the meeting agendas, follow-through activities, etc.
2. Secretary: a task force member will assume responsibility for taking minutes. This individual will work closely with the program manager to ensure minute accuracy and maintenance of a meeting agenda / minutes log.

Meetings:

1. Meetings will be held monthly. Initial program set-up may require more frequent meetings.
 - a. Virtual meetings may be considered a legitimate meeting format.
2. Quorum: four members.
3. Draft minutes will be distributed to task force members within 5 business days of the meeting.