



## STEERING COMMITTEE GUIDING DOCUMENT

*The Comox Valley Early Years Collaborative Steering Committee acknowledges that it is a privilege and an honour to live and work in the traditional and unceded lands of the K'ómoks First Nation.*

### **Comox Valley Early Years Collaborative Vision**

All children and families are supported and thrive in the Comox Valley.

### **CVEYC Steering Committee Mission (Purpose)**

Support the Collaborative Coordinator and guide the implementation of the Collaborative's 2022-2025 Strategic Plan.

### **Guiding Principles** (From the [Comox Valley Early Years Collaborative Strategic Plan](#))

#### ***Connectedness***

We value connectedness, so we will strive to collaborate through strong and supportive relationships with each other (professionally) and each service (organizationally) to create a growing web of care around families.

#### ***Truth and Reconciliation***

We value the work to advance truth and reconciliation, so we acknowledge our responsibility to decolonize spaces, structures, and processes to contribute to a more just, equitable and decolonized future.

#### ***Diversity***

We value diversity, so we will include many perspectives by fostering a spirit of openness and appreciation.

#### ***Respect***

We value respect, so we will support each other, value each other's expertise and intentionally be culturally aware. Our interactions will be reflective, well-considered, and fun, and they will inspire a feeling of commitment to the collaborative.

#### ***Systems Change***

We value systems change, so we will embrace, innovative, creative and insightful approaches to change using friendly and family-focused knowledge. We are committed to generative conversations that lead to action.

As a partner of the Comox Valley Community Health Network, the Collaborative Steering Committee also agrees to work within the [values](#) of the Comox Valley Community Health Network.

### **Assumptions**

- Steering Committee communication is clear, inclusive and transparent.
- The Steering Committee values the diverse strengths and perspectives that participants bring to the group.
- The Steering Committee will bring items related to Collaborative activities to partners for discussion and decision.
- Decisions related to hiring, contracts, payments, performance reviews of Collaborative Contractors can be made by the Steering Committee as necessary to maintain confidentiality.

### **Steering Committee Participants**

- Participation in the Collaborative Steering Committee is open to anyone on the Comox Valley Early Years Collaborative.
- Support recruitment of new participants on a yearly (Sept/Oct) or as needed basis.
- The Steering Committee is made up of a minimum of 6 and a maximum of 8 participants.
- Participants join the Steering Committee with the intention to fulfill a two year term.
- Participants commit to 5 hours or more a month. This includes attending bi-monthly Steering Committee meetings and Collaborative meetings, and responding to Steering Committee communications.
- Participants may take temporary leave if needed.

### **Steering Committee Participant Responsibilities**

- Familiarize oneself with the work of the Collaborative, including the [Strategic Plan](#) and [Guiding Documents](#).
- Provide orientation to all new Steering Committee participants.
- Hire and oversee the work of the Collaborative Coordinator.
- Support the Collaborative Coordinator in the facilitation of the larger Collaborative.
- Attend Steering Committee and Collaborative meetings.
- Review agendas and chair Collaborative meetings.
- Provide timely feedback to the Coordinator via email or phone. Complete any polls used to coordinate meetings and make decisions.
- Bring project ideas, emerging community initiatives, and partnership opportunities to the wider Collaborative for discussion, input, and decision-making.
- Make decisions related to hiring, contracts, payments, and performance reviews of Collaborative contractors in order to maintain confidentiality.

- Draft itemized Collaborative budgets to be approved by the larger Collaborative.
- Seek funding to sustain the Collaborative Coordinator position, maintain relationships with funders and Collaborative fiscal host.
- Maintain connections between the Collaborative's collective impact initiatives (e.g. Community Child Care Advisory; Building Connections Project, HELP CoRe-LAB research) and the broader Collaborative network.
- Ensure Collaborative participants are fully informed about collective impact initiatives.
- Plan for emerging collective impact initiatives and bring forward to Collaborative for decision-making.

### **Meetings**

- Collaborative Steering Committee meetings are typically held **bi-monthly on Mondays from 9:30am-10:30am; two weeks before the Collaborative meetings.**
- Collaborative meetings are typically held **bi-monthly on the last Monday of the month from 12:00pm-2:00pm.**
- Summer meetings (July and August) and meetings that fall during Holiday periods (December) may be cancelled.
- Additional Steering Committee meetings will be scheduled on an as needed basis.

### **Decision Making**

- The Comox Valley Early Years Steering Committee makes decisions using [the Consensus Decision-Making model](#), developed by Comox Valley Community Health Network.
- Decisions are made at meetings by those in attendance. Time sensitive decisions can be made by email.
- If consensus cannot be reached within the scheduled meeting time, the consensus decision making process outlined in the attached document will be followed.
- The Early Years Collaborative Coordinator does not participate in consensus decision making.