



Terms of Reference

Committee Mandate

The GW Action Committee on Sexual Assault and Domestic Violence works to:

- Coordinate sexual assault and domestic violence services and resources
- Identify gaps in services and to advocate for resources
- Raise public awareness of sexual assault and domestic violence services and issues
- Provide orientation and training for service providers
- Facilitate community consultation regarding new services and programs

Committee Principles

We are guided by the principles of:

- Safety
- Accountability
- Choices and Options
- Anti-Racism / Anti-Oppression Analysis
- Prevention and Early Intervention
- Accessibility
- Commitment and Collaboration

Membership

The Guelph-Wellington Action Committee on Sexual Assault and Domestic Violence comprises of 24 community partners representing the social service, health, education, violence against women, justice, mental health, child protection, and crisis services sectors.

Partners are:

- AIDS Committee of Guelph
- Community Torchlight - Distress Centre
- Crown Attorney's Office
- Family and Children's Services
- Family Counselling and Support Services
- Guelph Community Health Centre
- Guelph-Wellington Care and Treatment Centre at Guelph General Hospital
- Guelph Humane Society
- Guelph Police Service
- Guelph Wellington Women In Crisis
- Homewood Community Addictions Program
- John Howard Society of Waterloo-Wellington
- Legal Aid Clinic
- Legal Aid Ontario
- Ontario Provincial Police
- Probation and Parole
- Red Cross – RespectED Program
- Trellis
- University of Guelph

- Upper Grand District School Board
- Victim Services Wellington
- Victim/Witness Assistance Program
- Wellington Catholic District School Board
- Wellington County Social Services
- Wellington-Dufferin-Guelph Public Health

Committee Organization and Reporting

Guelph-Wellington Women in Crisis chairs the Action Committee and is responsible for the management of funds and reporting to regional offices on outcomes and the status funding.

Action Committee members are responsible for committee performance and activities, including achieving funding outcomes.

Rules of Operation

Meeting Frequency:

The Action committee meets regularly. Additional meetings may be called to address specific activities. Meetings are generally two hours in length.

Structure:

The Action Committee is the central table. Subcommittees have been established to focus on priorities identified by the Action Committee. Subcommittees are established based on recommendations from the Action Committee. The current subcommittees are:

- Services
- Public Awareness
- Community Response Protocol

Membership of the subcommittees includes, but is not limited to, members of the Action Committee. Subcommittees provide regular updates to Action Committee.

Roles and responsibilities:

Chair:

- Set an agenda for each meeting
- Chair the meetings
- Make decisions to cancel or reschedule meetings
- Ensure the length of discussion does not exceed the time allocated for each item on the agenda

Coordinator:

- Book a room for each meeting
- Maintain a membership list and share this with the members
- Circulate an agenda prior to the meetings
- Ensure that the agenda is accompanied by any relevant materials
- Accept regrets
- Document and prepare minutes of the meeting
- Ensure that the minutes are accompanied by any relevant materials
- Circulate minutes to members within about two weeks following the meeting

Members:

- Review agenda prior to meetings
- Submit agenda additions to chairperson prior to meetings when possible
- Regularly attend meetings (or send a delegate)
- Share relevant information and resources
- Share minutes and other relevant information with colleagues
- Act as a liaison and resource person within your organization

Conflict Resolution

The committee will make decisions using the consensus model adapted from the *BC Labour Force Development Board*. A vote of the majority of the members present will be sufficient to confirm a decision if consensus cannot be reached.

Conflict will be addressed directly and respectfully.

Confidentiality

Committee members act according to the statutory/regulatory requirements of the organization they are representing.