

## **Terms of Reference: The Ottawa Child and Youth Initiative Membership**

The Ottawa Child and Youth Initiative (OCYI) is a collaborative of community organizations and agencies with a shared commitment to promote the healthy development of children and youth in Ottawa.

**OCYI Vision:** Ensuring all children and youth in Ottawa can reach their full potential and grow up great!

**OCYI Mission:** Recognizing the power of collective advocacy and collaborative community efforts and planning, OCYI provides a platform for organizations to work together to guide and influence practices, systems, and public policy, aimed at nourishing the positive, healthy growth of children and youth in our community.

### **Values**

- Collaborative effort that represents diverse perspectives and maximize impact through programming, services, and resources
- Incorporating and advancing equity, diversity and inclusion in our messaging, membership, workplans, and initiatives to create a space of belonging
- Using the fundamental principles of equity, honesty, and transparency to guide our work, we will continue to partner with First Nations, Inuit, and Métis to achieve substantive equality and reconciliation for Indigenous Peoples
- The fundamental rights of all children and youth as set out in the UN Convention on the Rights of the Child
- The voice and dignity of every individual is ensured so that each voice is present when making decisions, and developing actions that affect them
- Understanding the needs of and opportunities for children and youth in Ottawa

### **Governance Structure**

OCYI's is made up of organizational partners (members). Representatives of these organizational partners make up a Steering Committee and multiple task groups. Supporting staff provide backbone support for the collective work of OCYI.

### **Membership**

- OCYI has one category of membership: organizational partner
- These organizational partners are a cross-representation of diverse organizations serving Ottawa
- Individuals sitting on the Steering Committee and/or the task groups are representatives of their organization
- Individuals are not members of OCYI although individuals not representing a member organization may participate in OCYI events, use developed materials/resources freely shared with the public, or be on the email list. Individuals may join a task group; individuals are ineligible to be a task group chair or join the Steering Committee.

### **Responsibilities of Members**

Active and regular participation by member organizations is essential for the success of the collective work of OCYI.

- Members identify representatives to join one or more OCYI task group as their organization's work and goals match the work plans of the task groups
- Members are strongly encouraged to remember the values of diversity, equity, and inclusion in addition to programmatic needs and roles when selecting who to represent them on task groups or if invited to the Steering Committee
- Delegates may be named to participate in OCYI tables to ensure continuity without affecting member's status if typical member is unavailable for a meeting
- To best share materials, internally and externally, OCYI and its members will regularly share resources, events, training opportunities, and programs that benefit the Ottawa community

### **Becoming an OCYI Member**

Membership is open to any organization that supports OCYI's vision, mission, and values

- Complete membership application (basic information for communicating with OCYI staff, affirm support for vision, mission, and values, agree to these terms of reference). Available by emailing [info@growingupgreat.ca](mailto:info@growingupgreat.ca).
- Application reviewed by chairs of the Steering Committee and Task Groups; successful applications will be recommended for approval by the full Steering Committee.
- Upon Steering Committee approval, OCYI staff will notify organization and then facilitate connections to join task groups of interest, update OCYI's published membership list, and add organizational staff to email list.
- A welcome orientation with OCYI staff will be available and is highly recommended.

### **Maintaining Membership**

- Active participation of an organization representative on a task group or the Steering Committee maintains membership
- It is the responsibility of the organizational partner to identify the individuals representing them at OCYI tables
- Membership commitment is renewed annually via a communication by the OCYI staff and is necessary to retain active membership status
  - Reaffirm support for OCYI vision, mission, and values
  - Confirm individuals representing member on task group(s) and/or Steering Committee
  - Re-approve agreement to these terms of reference
- If organizational partner is unable to actively participate, their membership can be placed into inactive status for up to two years
- Inactive members can return to active membership at any time by communicating with the OCYI staff and resuming active participation in OCYI's work
- After two years, members will need to reapply for membership to become active again, otherwise they will be removed from membership
- Member who are inactive or no longer members are still welcome to have staff attend OCYI-sponsored events and remain on the OCYI email list
- Inactive members or former members will be removed from the published list of OCYI members, as found on OCYI's website and in reports or applications
- Organizations must be active members to be eligible for joint funding or to be featured in OCYI newsletters/website/social media/communications stories
- Organizational partners are to respond to periodic communications from OCYI to confirm organization's information is correct
- Organizational partners are to respond to periodic communications from OCYI for sharing information as relevant to the organization's work

- If OCYI staff cannot contact an organization through numerous attempts over a programmatic year (three or more times over September-June), the staff will alert Steering Committee of membership status changing to inactive
- Any conflicts or concerns about membership will be raised to the Steering Committee for review

### **OCYI's Responsibilities to Members**

OCYI's work through the Steering Committee and task groups is to support child and youth serving organizations in Ottawa. As the backbone support of collective impact work, OCYI also has responsibilities to its members to support their work in the community.

- Develop a collaborative community for organizations to work together to support Ottawa's children and youth
- Maintain an email distribution list to share relevant information to and from members
- Leverage OCYI's social media accounts, newsletters, website, and meetings (Steering Committee and task groups) to share stories, resources, events, training opportunities, and programs of members
- Provide avenues to connect members to achieve success, this could include, and is not limited to, joint funding applications, coordinating workshops, connecting members to one another, etc.