



Community Ethics Network

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COMMUNITY ETHICS NETWORK STEERING COMMITTEE TERMS OF REFERENCE

PURPOSE

To direct planning, administration, and communication of the Community Ethics Network.

ROLES AND RESPONSIBILITIES

1. To oversee the administrative functioning of the Network.
2. To organize the Quarterly Network meetings.
3. To plan educational events and forums.
4. To manage Network communication with membership and/or outside agencies.

GOVERNANCE AND CHAIRPERSON

1. The Steering Committee is a volunteer-based administrative committee and, as such, takes its direction from and reports to the larger Network.
2. The Steering Committee meetings will be facilitated by Co-Chairs, elected from the Network's membership. The term of Co-Chair will be one year, with an option for re-election for a maximum of three terms.
3. Decisions at the Steering Committee level will be made by consensus voting.
4. The Steering Committee may strike Working Committees to enable the advancement of specific projects and activities. Membership on working committees will include representatives of the Steering Committee and of other organizations within the Network.

MEMBERSHIP

Membership will come from the member organizations of the Community Ethics Network. The Steering Committee will consist of 10 to 20 volunteer members (inclusive of the Co-Chairs).

EXPECTATIONS

1. Members will commit to attending scheduled meetings.
2. Members will have the support of their organization to participate.

MEETING FREQUENCY

Meetings will be held a minimum of 6 times per year, at a time and date to be decided by the Steering Committee members.

RECORDING SECRETARY

Toronto Central CCAC will provide administrative support for the Community Ethics Network meeting.

REVIEW PROCESS FOR TERMS OF REFERENCE

These terms of reference will be reviewed annually.