

Emergency Social Services Network

Terms of Reference

July 2018

Purpose

The Emergency Social Services Network (ESS) provides a forum for OMSSA members to share policy and program information, interpretation and implementation of policies and programs as well as the sharing of related best and promising practices.

Committee Composition and Membership Terms

- The Chair, and ESS Liaison shall be appointed and approved by the Board of Directors.
- The Chair assumes the following responsibilities for the ESS:
 - Provides leadership in the operation and function of the Network.
 - Ensures the observation and adherence to the Terms of Reference that direct the affairs of the Network.
 - Chairs all meetings of the Network, calling special meetings as required.
 - Prepares the agenda, with the support of OMSSA staff; and reviews draft minutes prior to their circulation.
 - Prepares reports to the Board of Directors, as supported by OMSSA staff.
 - Provides leadership in the operation and function of the Network.
 - Acts as the official spokesperson / representative of the Network.
 - Liaises with other committee, task force and network chairs as required.
 - Performs other duties as required by the Network.
- The ESS Liaison assumes the duties of the Chairperson in the absence of the Chairperson, or as assigned.
- Membership is open to all CMSM and DSSAB member delegates.
- The Executive Director is an Ex-Officio member.

OMSSA staff resources will be provided to support the administration and work of the ESS Committee.

The Committee Chair and ESS Liaison shall serve a term decided by the OMSSA Board of Directors but for a first of not less than 1 year and may be re-appointed at the discretion of the Board for a maximum of one additional term. Members may belong to the Network indefinitely.

Responsibilities/Deliverables

- Identify emerging issues, trends and considerations and implications of these of CMSMs and DSSABs. This includes identifying key message, recommendations and advocacy positions to appropriate levels of government and other key stakeholders.
- Identify professional development and training needs at all levels to help develop OMSSA education supports for the sector.

- Share information, advice and recommendations with relevant OMSSA policy tables, networks, Board of Directors, and service managers to ensure that initiatives are addressed from the perspective of integration among program areas; and, to ensure the implementation strategies address both professional development needs as well as advocacy activities.
- Support advocacy by providing information to OMSSA on the local realities for members and their communities, capacities and initiatives.
- Seek opportunities to speak as a common voice on issues affecting our sector.

Network Member Roles and Responsibilities

- Meeting agendas are informed by OMSSA members' identification of issues for discussion.
- Members are expected to lend their expertise in carrying out the Network's activities, including identifying emerging issues and areas of interest to Network members, the Chair and OMSSA staff.
- Members are expected to identify emerging training needs to help develop OMSSA education supports.
- Members will also be asked to support the development of OMSSA education events such as conferences and forums.
- The Board reserves the right to request the network to provide / take on specific activities.

Operating Procedures

- Meetings may be convened at the request of the Chair, ESS Liaison, any member of the Board, the Executive Director, or a group of at least 5-member delegates.
- At minimum, the Network will meet 3 times per year, or as needed.
- Minutes shall be taken of meetings and reported to the next meeting of the Board of Directors.
- A quorum consists of the majority of the voting members of the Committee.
- The ESS is not a decision-making body, but rather provides advice and recommendations for consideration by the Board of Directors.