

**CAS of Toronto Community Advisory Committee (CAC)**  
***Services with Black African Caribbean Canadian***  
***Families, Children, Youth*** (November 13, 2019)

**PURPOSE:**

The Children's Aid Society of Toronto (CAS of Toronto) will **seek advice** and community perspectives from the Community Advisory Committee (CAC) to assist our organization as we implement our Anti Black Racism (ABR) Strategies<sup>1</sup> to make progress on client outcomes including:

- **Reducing disproportionality and disparity of Black families receiving services , while ensuring child safety;**
- **Increasing connections with culturally appropriate supports for Black families, children and youth.**
- **Provide advice and feedback to CAS of Toronto on its Anti-Black Racism strategies. The CAC is not a Governance Committee or a Working Committee for the organization.**

**ACTIVITIES:**

- **CAS of Toronto will** present information on key areas of progress concerning its ABR Strategies to the CAC for advice, input, and feedback.
- **The CAC will** provide advice to CAS of Toronto in order that CAS of Toronto can build effective partnerships, promote collaboration with key community stakeholders, and strengthen engagement with service providers and organizations serving Black children, youth and families;
- **The CAC will** work with CAS of Toronto to raise issues of common interest for discussion.

**OPERATING PRINCIPLES AND VALUES:**

- Respect the appropriate confidentiality of matters brought to the Committee;
- Declare conflicts of interest where relevant and required; in alignment with our CAS of Toronto "Conflict of Interest" policy (attached)
- Commit to working in a collaborative, consensual, supportive, respectful, responsive, inclusive manner while working towards the Committees purpose;

---

<sup>1</sup> CAS of Toronto ABR Strategy Attached- Developed in fall 2018

## TERMS OF REFERENCE

- Encourage and enforce transparency and honesty in communication and decision-making;
- Prioritize action items that are generated in Committee should be aligned with key CAS of Toronto Equity / ABR priorities;
- Departments within CAS of Toronto can work with the COO to consult with the CAC on an ad hoc basis regarding key initiatives when community feedback is needed.

### **Code of Conduct:**

- **The committee will follow the CAS Board Governance Policy on “Code of Conduct” as attached to align expectations regarding communication and behaviour.**
- **The committee will also abide by organization’s Code of Ethics as attached.**

### **MEMBERSHIP COMPOSITION:**

#### **CAS of Toronto:**

- Director of Equity, Inclusion & Community Development
- CEO
- COO
- Administrative Support
- Support as required from the Equity Department/Community Development and Prevention Program, ABR leads, and other service departments
- Ad hoc: 2<sup>nd</sup> Vice-chair & Equity Lead, Board of Directors for CAS of Toronto

#### **CO-CHAIRS**

- CAS of Toronto Director of Equity, Inclusion and Community Development (COO/CEO as back up);
- A CAC Committee Member with the requisite knowledge, skill, and capacity to contribute to and guide meaningful committee discussion.

### **Community members:**

- CAS of Toronto will recruit members based on the strategic needs of the CAC and general membership criteria;
- The number of community members on the CAC will range from 12 to 15 members to ensure a functional Committee structure;
- Potential Committee Members with the knowledge, skill, and capacity to contribute to meaningful committee discussion can be nominated to participate on the Committee by Community Members or by CAS of Toronto’s senior leadership. The Co-Chairs will review prospective committee members and bring forward candidates to the committee through a consensus process;

## TERMS OF REFERENCE

- CAS of Toronto may strategically recommend individuals for committee membership who represent a specific organization that intersects with the activities of CAS of Toronto.

### **MEMBERSHIP CRITERIA:**

- Members must reflect the diversity, and intersectionality of the African Caribbean diaspora in Toronto including: gender/ sexual diversity; disability; and countries of origin including continental Africa;
- Members must have basic knowledge of child welfare services;
- Members must have knowledge of clinical and prevention services for Black families, children and youth that is based in the community;
- Members must have knowledge of Toronto's diverse neighbourhoods;
- Nominees will:
  - Complete and submit the committee application form and be interviewed by the Co-Chairs;
  - Support the purpose of the Committee & Terms of Reference
  - Sign and understand CAS of Toronto's Conflict of Interest Policy, Ethics Policy, and Confidentiality Policy;
  - Complete all CAS of Toronto volunteer forms;
  - Commit to attend regular meetings.

### **Application Process:**

- Email the CAS of Toronto Director of Equity and Inclusion to request an application;
- Complete and return the application form, and attach Resume. Candidates are also encouraged to submit a cover letter outlining the individual's interest in the committee, their relevant professional or personal experience along with a statement that identifies how they believe they can make a contribution to the work of the committee;
- The Co-Chairs will review the applications of prospective committee members and bring forward candidates to the committee through a consensus process;
- The CAS of Toronto will make the final decision on membership and be responsible for making the appointment of all individuals joining the committee.

### **Term:**

- Committee members will make a commitment to participate on the committee for a term of up to three years.
- An extension of up to one year may be granted to the Community Co-Chair to allow for continuity.

## TERMS OF REFERENCE

- The Community Co-Chair will serve a two year term consistent with CAS of Toronto Executive Board Terms.
- A committee member may resign at any time by emailing or advising the co-chairs of their desire to end their involvement on the committee.
- A committee member will be deemed to have resigned for the committee if absent for 2 consecutive meetings without providing advance notice and a reasonable explanation. Notice will be sent to members following their absence from meetings.

### **MEETING SCHEDULE**

The CAC will meet four times a year.

Reference: CAS of Toronto Anti-Oppression, Anti-Racism Policy

Draft #6 November 13.2019