



NITHA Working Groups Terms of Reference

Mandate:

This group acts in an advisory capacity and make recommendations to the NITHA Executive Council.

Purpose:

- a) To provide a forum for a collective approach to discussion, sharing of information, strategizing, and action planning concerning all aspects related to the NITHA First Nations in this program area.
- b) To enhance the quality of programs and services in the NITHA communities.
- c) To strive to improve the overall health of First Nations people by collaborating in a holistic manner with other Health Programs.

Membership:

- a) The membership will represent the four NITHA Partners allowing for one representative from each community, if desired.
- b) Representatives who are unable to attend are encouraged to send an alternate.

Budget:

- a) Cost of meeting rooms will be the responsibility of NITHA.
- b) Travel to and from the meetings and any accommodations or other expenses incurred by the members to attend meetings will be the responsibility of each individual member.
- c) Lunch and coffee will be provided by NITHA unless otherwise decided by the group.

Responsibility – NITHA/Working Group Members:

- a) The NITHA Advisor will arrange for meeting space, prepare agendas, coordinate and chair meetings and follow up on actions determined by the group.
- b) A tentative agenda will be sent to members prior to the meeting to allow members the opportunity to have input into agenda items.
- c) NITHA will provide the minute taking support for the meeting.

- d) The minutes will be distributed to group members as soon after the meeting as possible (a target of within one week). Members are encouraged to distribute the minutes within their organization as appropriate.
- e) All work being developed as a result of the working group is the responsibility of the NITHA Advisor and not the individual working group members. The working group members are present to provide information and needs of their respective committees, as well as to provide feedback on work which has already been drafted by the advisor.
- f) The group will meet once every 3 months and will alternate between face to face and video conference. Teleconferences will take place as decided by the members and every effort will be made to utilize the most cost effective method of communication.
- g) The membership is responsible to confirm their attendance in advance and actively participate. Members are responsible to bring information from the communities within their agencies and to take information back to their organizations.
- h) Once receiving the minutes members are encouraged to debrief, communicate with their second level supervisor to provide an overview as to the highlights of the meetings and key directions being proposed.

Guiding Principles:

- a) The meetings will be based on a partnership approach encouraging equal status of the Partners and equal opportunity to be heard and to participate.
- b) Subcommittees may be formed to accomplish specific tasks in an expedient manner.
- c) Meetings are to be conducted in keeping with guiding principles and values identified in the NITHA Governance Manual.
- d) The membership agrees to give priority to follow the agenda as adopted. Agenda items for discussion can be added to the agenda at the start of each meeting upon approval of the working group members. The agenda will reflect areas of common interest to the Partners.
- e) If consensus cannot be reached, more than one recommendation will be brought to the NITHA Executive Council.
- f) All recommendations of the working group will be forwarded by the NITHA Advisor responsible to their respective supervisor at NITHA and then flowed to the NITHA Executive Council.