



TERMS OF REFERENCE

The Greater Nanaimo Early Years Partnership (GNEYP) is a diverse group of engaged community partners who are committed to improving the health and development of children ages pre-natal to six in the Greater Nanaimo area.

Mission:

Our mission is to be a positive, evolving community table that collaborates to identify, strengthen and support the optimal development of children and their families with the goal of having all children thriving and school ready.

Vision:

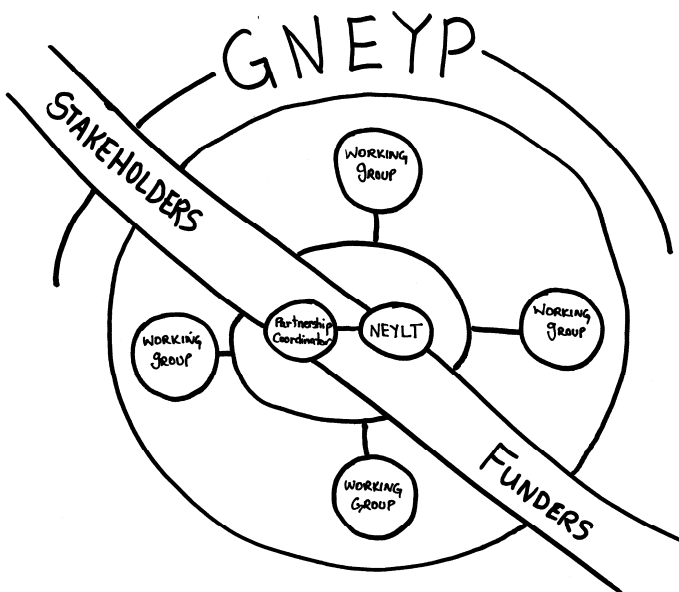
We support all families in Greater Nanaimo to create a solid foundation for children in order to reach their full potential in health and development during their early years.

Values and Beliefs:

- ***Child-centered approaches*** – priority given to the best outcomes for the child, in the context of families and community.
- ***Universal and targeted approaches*** – the balance of both approaches, where applicable.
- ***Strength-based approaches*** – a positive approach to social change is taken; recognizing and building on the assets within the community.
- ***Evidence-informed approaches*** – the continuous process of distilling, disseminating and evaluating the most relevant evidence from research, promising practices and professional expertise to inform and improve the Partnership's work. In simple terms we find, use and share what works.
- ***Measurable outcome approaches*** – objectives are clearly defined when embarking on a task so that outcomes can be evaluated in a useful and meaningful way.

GNEYP's culture promotes:

- **Positive Relationships** – relationships within the Partnership are positive, inclusive and promote an environment where all partners are respected and valued.
- **Collaboration** –partners with diverse backgrounds and perspectives work together towards the common goal & purpose.
- **Communication** – there is a transparent environment that fosters open and honest communication where all feel included, valued and heard.
- **Shared Leadership** – there is distributed leadership across GNEYP that enhances and utilizes the skills, knowledge and influence of members. GNEYP holds individuals accountable for their contribution to the collective action and resulting outcomes.
- **Commitment** – members are engaged, committed and endorse the vision and mission of the Partnership doing everything they can to move the Early Years Plan forward.
- **Consensus Decision Making** – defined as a co-created decision in which everyone can “sleep at night.” Even if all matters are not resolved through consensus, the process can crystallize the discussion, clarify the underlying issues, identify the options for dealing with outstanding disagreements, and build respect and understanding among the parties affected.



Membership - GNEYP:

GNEYP is the overarching Early Year's collaborative structure in Greater Nanaimo. It is open and inclusive to all who subscribe to the mission, vision and direction of the Partnership and agree to the Terms of Reference. Our goal is to have members with diverse backgrounds, perspectives and expertise bringing their strengths, voices and capacity to the table in order to keep the Partnership and its work evolving and relevant to meet the community's needs so all children thrive.

Roles and Responsibilities of GNEYP Members:

- Work towards achieving overall GNEYP mission and vision.
- Create strategic priorities from stakeholder input and evidence-influenced research.
- Share information and outcomes from GNEYP within respective organizations.
- Be accountable to the community at large (stakeholders).
- Participate in evaluation processes including the bi-annual ECD evaluation survey.
- Actively participate in providing capacity and resources in the Working Groups that align most with your expertise, interests and strengths.
- Actively promote and support the importance of the Early Years.
- The chairperson is chosen by expression of interest and consensus of GNEYP.
- The chairperson of GNEYP participates actively in NEYLT meetings/events.

Roles and Responsibilities of GNEYP Working Groups:

The Working Groups are open and inclusive to all members of GNEYP. They evolve in response to the current priorities in the Early Years Plan.

- Engage expertise, voices, strengths and capacity to undertake projects presented within the Working Group.
- Identify the community assets and needs related to the priority focus identified in the Early Years Plan.
- Work with NEYLT to ensure aligned outcome measurements, evaluation of projects and overall accountability.
- Provide a budget to NEYLT for approval.
- Actively participate in the larger GNEYP meetings/events.
- The chairperson is chosen by expression of interest and consensus of the Working Group.
- The chairperson of each Working Group participates actively in NEYLT meetings.
- Minute taking process to be established by the Working Group participants.
- Partnership co-ordinator to post / distribute minutes.
- Frequency of meeting to be determined by each Working Group depending on the project and priorities.

Membership – Nanaimo Early Years Leadership Team (NEYLT):

The Nanaimo Early Years Leadership Team (NEYLT) acts as the steering committee for GNEYYP and provides leadership and direction in order to achieve the mission and vision. It is made up of big picture and influential thinkers who have the ability to make organizational decisions and commitments and deploy resources to move the Early Years Plan forward.

- Membership is reviewed annually after the GNEYYP Planning Event.
- Members are invited and may be added at any time by consensus of NEYLT.
- NEYLT members may include but are not limited to organizational leaders, representatives of the Aboriginal and multicultural community, funders, Working Group chairs, and standing representation of the broader GNEYYP table.
- The chairperson is chosen by expression of interest and consensus of NEYLT.
- The responsibility of the minutes rotates alphabetically by first name.

Roles and Responsibilities of NEYLT Members:

- Actively participate in the larger GNEYYP meetings.
- Engage stakeholders to review and develop the Early Years Plan.
- Adopt and facilitate the implementation of the Early Years Plan including clear deliverables, accountability measures and action steps.
- Foster organizational commitment and influence into the larger community vision. Be equipped and positioned to make decisions on behalf of your organization to move the collective agenda forward (e.g. allow staff to participate in relevant GNEYYP activities & Working Groups, consider organizational shifts etc.).
- Seek funding and stay accountable to funders, including providing guidelines and monitoring of Working Groups budgets.
- Receives recommendations and reports from the GNEYYP Working Groups regarding budgets, process & actions for completing the goals in the Early Years Plan.
- Build community capacity through a process of planning, endorsing and evaluating.
- Provide support and feedback to the partnership coordinator.
- Annually evaluates the Early Year Plan and reports back to the community stakeholders.

Decision Making Process - NEYLT:

- Decisions will be made by consensus.
- Decisions made at NEYLT are only revisited by consensus of all members.
- In the event of time-sensitive decisions, NEYLT may act prior to receiving input or advice from the partnership.

- Any member will exempt themselves from a decision-making processes if they identify a perceived conflict of interest. (Example: funders holding a vote on GNEYP funding decisions)

Roles and Responsibilities of the Partnership Coordinator:

The coordinator supports the Greater Nanaimo Early Years Partnership to provide leadership, build and strengthen collaboration and foster meaningful communication across the community.

- Communication conduit with community and GNEYP.
- Provide facilitative leadership to GNEYP (promoting, convening, initiating, engaging and linking.)
- Connect with individuals, organizations and other networks to further the work of GNEYP.
- Accountable to funders, GNEYP and community stakeholders.
- Foster collaborative processes.
- Support the Working Groups in the implementation of the Early Years Plan.
- Leverage resources where applicable.
- Strengthening existing relationships within GNEYP while actively engaging new partners.
- Participate in evaluations, including coordinator feedback from NEYLT, and the Provincial Community Capacity Evaluation as required by the Children First contract.
- Conduct evaluation of meeting processes.
- Liaise with the Success By 6 Coordinator.

(Note: This is a living document that was last revised Feb. 11, 2015)