



## Terms of Reference

### **1. Purpose**

The purpose of the Partners in Planning for Healthy Living (PPHL, the Partners) is to support the use of evidence in planning for healthy living in Manitoba. We practice humility, behave in a respectful manner, and work in a climate of reciprocity.

PPHL works together in a collegial manner and is guided by 3 values and 3 principles.

#### *Our Values:*

- We are inclusive and flexible
- We are non-judgmental
- We are community friendly

#### *Our Principles:*

- We focus on evidence
- We support the development of knowledge and skills
- We support an integrated community planning for healthy living

## **2. Definitions**

- 2.1. Communities of Practice - are groups of people in organizations that form in order to share what they know and to learn from one another regarding some aspects of their work to provide a social context for work.
- 2.2. Capacity – the participatory leadership, skills, resources, knowledge, and tools of individuals in communities and organizations, that enable them to address and have greater control over, conditions and factors that affect health.
- 2.3. Evidence – the available body of facts or information indicating whether a belief or proposition is true or valid.
- 2.4. Host Organization – an incorporated, PPHL member organization elected to the role of Chair for the PPHL.
- 2.5. PPHL Coordinating Committee - serves as the steward to oversee the implementation of the PPHL Strategic Plan.
- 2.6. PPHL Membership – refers to all the members of PPHL (i.e., all organizations that have signed the letter of understanding in order to become a member).
- 2.7. Working Group – committee of PPHL members, established by the Coordinating Committee, that work on specific PPHL strategic plan objectives.
- 2.8. Annual General Meeting (AGM) – a once-yearly PPHL meeting where all PPHL members attend to approve strategic plans and take stock of the past year’s actions.
- 2.9. Non-voting Member – A PPHL Member may be a non-voting member at their own discretion, or at the discretion of the Coordinating Committee. Non-voting members must still sign the PPHL letter of understanding and are still subject to the conditions expressed in this document.

## **3. Role**

- 3.1. PPHL serves as a Community of Practice, working and learning together to build community, regional, and organizational capacity, to use evidence in planning for healthy living.

- 3.2. PPHL will disseminate evidence from local, national, and international, sources related to planning for healthy living.
- 3.3. PPHL will share information and coordinate the development of resources and tools where appropriate.
- 3.4. Member organizations will assume responsibility for their own expenses related to PPHL meetings.

#### **4. Membership Guidelines**

- 4.1. PPHL membership is open to any organization that is actively building capacity to use evidence in developing programs and policies for healthy living, and that is committed to the purpose, values and principles of PPHL.
- 4.2. Rights and responsibilities of PPHL members:
  - 4.2.1. A letter of understanding, signed by their organization's senior manager and the PPHL Chair.
  - 4.2.2. Designate a representative to attend PPHL member meetings two times a year in addition to the AGM.
  - 4.2.3. Actively participate in the work of PPHL.
  - 4.2.4. Receive one vote per organization.

#### **5. Structure**

##### **5.1. Host Organization**

- 5.1.1. A Host Organization will be elected by the members and take on the role of Chair for a period of 2 years.
- 5.1.2. The Host Organization may be elected to serve additional terms.
- 5.1.3. The Host Organization will provide coordination and administrative support.
- 5.1.4. The Host Organization will provide PPHL with in-kind resources required for meetings such as photocopying, or office supplies.

- 5.1.5. The Host Organization must be an incorporated body.
- 5.1.6. An organization must have served at least two years on the Coordinating Committee prior to being nominated as the Host Organization.

## **5.2. PPHL Coordinating Committee**

- 5.2.1. The Coordinating Committee will consist of the Chair (Host Organization), the Past-Chair, the Working Group Chairs, and representatives from up to 5 member organizations.
- 5.2.2. Terms of appointment on the Coordinating Committee are for a period of 2 years, but a Member may serve beyond this period if needed. Consideration will be given so that no more than 50% of the members' terms can expire at any one time.
- 5.2.3. The Coordinating Committee will call for nominations for vacant positions on the Coordinating Committee prior to the Annual General Meeting.
- 5.2.4. The Coordinating Committee will call for nominations from the PPHL Membership for the next Host Organization 12 months into the current Host Organization's 2-year term.
- 5.2.5. The Host (current Chair) Organization and *incoming Host Organization* will work together to plan the *incoming Host's* transition to the role of Host following the AGM.
- 5.2.6. The Coordinating Committee may strike Working Groups consisting of member organizations and others as required.
- 5.2.7. For Coordinating Committee meetings, all decisions will be made by consensus.
- 5.2.8. The Coordinating Committee will meet a minimum of 6 times per year in addition to the three annual meetings of the whole membership.

## **5.3. Working Groups**

- 5.3.1. Working Groups are permanent/ semi-permanent groups of PPHL members that report directly to the Coordinating Committee, and are tasked with on-going or long-term PPHL goals/activities, such as surveillance.
- 5.3.2. The Working Groups are Chaired by a member of PPHL, and the Chair of each Working Group will be a member of the Coordinating Committee.
- 5.3.3. A Working Group may have its own Terms of Reference approved by the Coordinating Committee.

## **6. PPHL Membership**

- 6.1. There will be 2 meetings per year of the PPHL Membership, in addition to the AGM.
- 6.2. The quorum for conducting business at any meeting of PPHL Membership shall be 60% of the total PPHL membership, including those being represented by proxy, electronic vote, or via teleconference.
- 6.3. Each member organization will hold one vote, unless they are a non-voting member, including the Host Organization at all meetings.
- 6.4. The Chair of PPHL will vote at the same time as the other members.
- 6.5. All motions at meetings of the PPHL Membership will be considered passed with the agreement of 60% of the voting Membership.
- 6.6. In the absence of the Chair, the Past or Incoming Chair will assume the Chair responsibilities. If neither the past nor the incoming Chair is available, the Chair will delegate a member of the Coordinating Committee to chair the meeting.

## **7. PPHL Expectations**

- 7.1. The Partners in Planning for Healthy Living expect that all members will participate fully in meetings (as noted in 5.2.6 and 6.1), and other activities as they arise, and as such the Coordinating Committee reserves the right to remove a member if they are found to be remiss in their responsibilities as a member.

7.2. In the event that a member of the Coordinating Committee withdraws for any reason, or is removed by the Coordinating Committee, the vacancy will be filled with a volunteer from the membership as voted and agreed upon by the Coordinating Committee.