

TERMS OF REFERENCE

ADVISORY TEAM - BRONSON RISE PROJECT

Revised September 2020

The Bronson RISE Advisory Team is responsible for providing insights, ideas, and guidance to a five-year project (2019-2024) that reflects the lived experience and cultural and social diversity of the Bronson Centre community and its key partners. The project is funded by Employment and Social Development Canada through a contribution agreement with Bronson Centre - *Collective Impact at Bronson Centre: Improving Social Inclusion Through a Community Hub*.

Vision

Increase social inclusion for seniors living in Ottawa, in particular those who are or may be at-risk of isolation.

Who we are (partners/roles in the community)

Bronson RISE is a collaboration of the tenant organizations of the Bronson Centre, together with community partners.

What unites us (common agenda)

- We can increase the number and diversity of opportunities for social inclusion
- Adults aged 55+ can create and lead many of these opportunities
- Ageism and isolation can be reduced through multigenerational, accessible and inclusive opportunities for engagement/participation.
- We are stronger and more effective through our collaboration, creativity, and revenue generating activities.

What we aim to achieve (outcomes from evaluation framework)

- Engagement of diverse seniors
- People 55+ are creating, leading and participating in meaningful activities and experiences
- An increase in networking and collaboration among stakeholder organizations that supports learning, risk-taking and social enterprise
- Experience of social inclusion and lessened risk of isolation

How we work (values/principles)

The following values and principles guide us:

Values:

- Inclusivity and diversity
- 7 Grandfather Teachings: Love, Respect, Bravery, Truth, Honesty, Humility, and Wisdom
- Accessibility
- Multi-generational

Principles:

- We focus on people's strengths and aspirations.
- We foster innovation that is meaningful and sustainable (including financially and administratively).
- We work in reciprocal, respectful relationships with each other and with communities, including with Indigenous Peoples.
- We commit to ongoing learning and improvement.
- We work to advance systemic equity.

Membership of the Advisory Team

The Advisory team will consist of 8 -12 individuals who are recruited by the Bronson RISE team for two -year renewable terms (Jan -Dec). A majority must be 55+and live in the Bronson Centre/Ottawa area. Every effort will be made to represent the diversity of the Bronson Centre neighbourhood (younger and older seniors, recent immigrants, persons with disabilities, etc.)

One seat will be for a representative of the Bronson Centre, whomever they shall designate.

Duties of the Advisory Team

- Provide insights, advice, recommendations in the development of and evolution of the Bronson RISE project objectives, Theory of Change and collective impact plan
- Provide insights, advice, recommendations in the development of Bronson RISE sub-projects and sub agreements that advance the collective impact plan
- Inform and/or safeguard the Bronson RISE project objectives, the values framework and operating principles within which it expects the project to be administered, and to review these periodically.
- Work with Bronson RISE staff to monitor and inform progress on the collective impact plan and projects/ activities/events.

- Represent the project and its activities throughout the community and advocate to ensure its success for older adults in Ottawa.
- Encourage the development of a spirit of collective decision-making, shared objectives and shared ownership of and respect for decisions.
- Establish action teams as needed. For example: digital/communication strategy; evaluation process; diversity and inclusion. These teams must include at least 1 member of the Advisory team, who can serve as the link between the teams.
- Meet four times a year and host additional meetings for all tenant organizations and project partners at least twice annually.

Staff Team:

The Project Manager, working with other members of the staff team, will be responsible to:

- Record meeting Minutes
- Conduct internal communications with collaborative members
- Conduct external communications
- Establish Advisory team and renewing membership
- Implement evaluation activities
- Provide administrative and project support to:
 - Action teams as needed
 - Meetings for all tenant organizations and project partners at least twice annually.

Responsibilities of Members of the Advisory Team:

- Chair meetings and prepare agendas.
- Keep generally informed about the activities of the project and the community, and general trends.
- Attend Advisory team meetings on a regular basis.
- Identify one alternate who may vote in their absence and ensure the alternate is kept informed about the activities of the Advisory team.
- Be prepared, e.g. have read documents.
- Report on your organization's fulfillment (or progress) towards project objectives
- Contribute from personal, professional and life experience.
- Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances.
- Offer your personal perspectives and opinions on issues that are pertinent to the project.
- Voice, clearly and explicitly at the time a decision is being taken, any opposition to a decision being considered.
- Participate in evaluation and learning activities.
- Participate in relevant action team activity, as requested.

Decision Making

The members of the Advisory team will make decisions by consensus, and if consensus cannot be achieved, by majority vote. (However voting will only be used after reasonable attempts to reach consensus and address diverging viewpoints have been made.)

Members will keep the objectives of the project at the fore front of all decision making.

Confidentiality

Respect for confidentiality is the cornerstone of trust and confidence. Advisory team members respect the confidentiality of any participant names and/or circumstances that might identify participants. Similarly, all matters dealt with by the Advisory team regarding personnel and sub agreement decisions must be held in strictest confidence.

Conflict of Interest

It is understood that all members around the Advisory team table could potentially benefit from particular outcomes or decisions. A conflict of interest must be declared as soon as it is practical, after the commencement of the meeting. A conflict arises when a discussion results in a financial or personal gain for any one member/member agency. The member should not participate in discussion or decisions related to that matter, and should leave the room during these discussions. This member should not attempt to influence the decision-making directly or indirectly.
