

Provincial HSJCC Communications and Knowledge
Exchange Committee
Terms of Reference

Updated: September 28, 2021

Purpose

The purpose of the Communications and Knowledge Exchange (CKE) Committee is to provide advice and direction to the communications and knowledge exchange activities of the Provincial HSJCC. Provincial HSJCC communications and knowledge exchange activities include:

- Publishing the Provincial HSJCC Newsletters
- Coordinating Provincial HSJCC Webinars
- Managing the HSJCC Website (hsjcc.on.ca)
- Maintaining the HSJCC Membership database
- Managing an HSJCC social media presence

Objectives

- Improve information sharing between the Provincial HSJCC and the Regional and Local HSJCCs.
- Profile the individual and collective efforts of Regional and Local HSJCCs.
- Identify topics with a provincial scope to be explored through communications and knowledge exchange activities.
- Increase awareness of the HSJCC Network profile and brand.

Reporting Relationships

The CKE Committee shall serve as a Standing Working Group and shall report to the Provincial HSJCC. The CKE Committee shall function in accordance with the [Provincial HSJCC Terms of Reference](#). As outlined in this document, the duties of all working groups include:

- Establishing a Terms of Reference to outline their purpose and objectives, and
- Keeping a record of their proceedings and providing updates to the Executive Committee or Provincial HSJCC at its next meeting.

Provincial HSJCC Secretariat

The work of the CKE Committee shall be supported by the Provincial HSJCC Secretariat. The Secretariat's roles and responsibilities will include:

- Scheduling, coordinating, and providing support for CKE Committee meetings
- Completing action items as determined by the CKE Committee during meetings
- Serving as a point of contact for members of the CKE Committee on general matters

Membership

The CKE Committee will have members drawn from the HSJCC network including the Provincial, Regional, and Local committees, the human services and justice sectors and other stakeholders where applicable. The CKE Committee will aim to have representation from all 14 HSJCC regions. Members should be informed of and supportive of the goals and objectives of the HSJCC Network.

Chair

A Committee Chair or Co-Chairs will be nominated by members of the CKE Committee and approved by the Provincial HSJCC. As outlined in the Provincial HSJCC Terms of Reference, the CKE Committee shall have:

- At least one (1) Chair/Co-Chair from the P-HSJCC Membership
- Should there be more than two (2) parties interested in Chairing the committee, the selection process will be determined by the P-HSJCC Executive Committee

The Chair/Co-Chairs shall preside at all meetings of members. The roles and responsibilities of the Chair/Co-Chairs will include:

- To review agendas assembled by the Secretariat in advance of each meeting
- To chair CKE Committee meetings
- To represent the CKE Committee at P-HSJCC meetings.

Chairs/Co-Chairs are eligible for appointment for two (2) consecutive full two (2) year terms, and thereafter are not eligible for re-appointment until a period of eleven (11) months has elapsed from the date of retirement of such Officer.

Any Co-Chair may resign or take a leave of absence at any time by notice in writing to the HSJCC Secretariat.

Meeting Structure

- There will be no less than 6 meetings annually which will usually occur through teleconference or virtual platform, lasting approximately 1 hour.
- Brief 'Action' minutes will be kept for each meeting.
- Members will be expected to attend all meetings, contribute relevant information and provide feedback on draft content and reports.