



WALK THE TALK COMMITTEE

TERMS OF REFERENCE

1. Mandate

The mandate of the WALK THE TALK COMMITTEE is to promote a culture within Family & Children's Services of the District of Rainy River that reflects the values of the organization. This includes implementing strategies, programs, and/or initiatives intended to operationalize our values and correct inconsistent attitudes behaviours, activities, practices and organizational policies and practices.

2. Membership

- a. The Walk the Talk Committee will consist of representation from each of the following services:
 - Atikokan Branch Office
 - Child Protection Services
 - Children's Services
 - Support Services
 - Community Services
 - Developmental Services
 - Mental Health Services
 - Management Services
 - Board of Directors
- b. Each service will identify a back-up in the event that the primary designated representative cannot attend.
- c. Representatives are required to attend all meetings of the Committee. When this is not possible, representatives shall arrange for an alternate service member to attend to ensure adequate representation.
- d. Membership status will be reviewed annually during agency service planning.

3. Committee Activities

- a. Meetings will be held monthly, except during July & August.
- b. Meetings shall be scheduled from 12–1 pm CST in the Multi-Purpose Room to accommodate video-conferencing and Board representation.

- c. A significant amount of Committee work will required outside Committee Meetings.
- d. The Executive Director shall chair the meetings of the Committee, prepare the agendas, and post meeting summaries.
- e. Quorum for the Committee shall be 6 members.

4. Accountability

- a. Committee representatives and their alternates are accountable to their Managers. Representatives or their alternates are responsible for sharing the meeting summaries with their service teams to educate, inform and/or solicit input as required. The representative/alternate shall share input received with the Walk the Talk Committee in a timely manner.
- b. Managers are responsible for ensuring that adequate time and resources are provided to their Walk the Talk representatives to facilitate the work of the Walk the Talk Committee. In addition, Managers shall ensure that their team has full and active representation on the Walk the Talk Committee.
- c. The Walk the Talk Committee has the authority to make decisions within it's mandate on behalf of the agency. Although consensus will be sought, final decisions will be determined by a majority of representatives in attendance.

5. Responsibilities

- a. Identify behaviours, attitudes, activities, practices, policies and procedures that are inconsistent with agency values and develop and implement strategies and interventions to address these inconsistencies.
- b. Identify and implement strategies and interventions to promote agency values within the organization.
- c. Develop a Walk the Talk Committee Service Plan that will be monitored regularly and evaluated and revised annually in conjunction with the agency's service plan.

Last reviewed & approved by the Walk the Talk Committee on April 7, 2009.