

# Template: Planning Committee Terms of Reference

Date:

Asset mapping is a process that you engage in with others in your community to understand the youth services that are available as well as the potential for change. It gives you and your community partners a shared understanding of your strengths, barriers and gaps, and it mobilizes your community to start the process of change.

The first step in asset mapping is pre-planning, when you form a small planning committee who will socialize the idea of asset mapping in your community and get the work started.

The following Terms of Reference can guide your planning committee's work.

## Purpose

*Why is this committee meeting? What do you hope to achieve? It is good practice to include relational objectives and outcomes (see suggestions below).*

Sample purpose:

We are gathering to start the asset mapping process for youth services in our community. We will plan and lead asset mapping workshops, promote the work in our community and share our learnings. Our goal is to guide our community on the next steps to improving the health and social services that we provide for youth ages 12-24.

Sample outcomes:

Internal

- Create mutually respectful relationships between service providers, youth and families/caregivers on this committee.
- Create an inclusive, iterative, meaningful and clear process to support asset mapping.
- Demonstrate collaborative decision making.

External

- Gather momentum for changes in how our community works together to deliver services to youth.
- Create clarity across our community around our strengths and gaps, with particular attention to diversity and Indigeneity.
- Embed youth and family/caregiver voices in the design of our asset mapping process.

## Guiding Principles

*How will you work together during your time together?*

- Speak from your own experience.
- Be curious and open to opinions and experiences beyond your own.
- Be respectful and kind to others in the group.
- Respect confidentiality. Do not share others' stories or identities outside the group, particularly if you are engaging youth and families/caregivers on the committee.
- Recognize self-care needs.

## Membership and Responsibilities

*Please refer to our resource [Supporting Youth and Families on Leadership Tables for information on honoraria, allyship and confidentiality](#), which can be added to this document.*

All members will do their best to attend meetings, share resources, communicate in a timely manner and support the successful asset mapping process from initiation to action.

### Role-Specific Responsibilities

Co-facilitators: Gathering and organizing the agenda, facilitating a collaborative space and being allies to youth and families/caregivers on the committee.

Note-taker(s): Taking detailed notes and sharing them after meetings within a couple of business days.

Budget manager: Keeping the work within a budget (if there is one).

Subject matter experts:

Sharing the knowledge, experience and their social credibility/ influence to engage diverse people in the asset mapping process. Also acknowledging what might be missing in the asset mapping process.

Examples of subject matter experts:

- Health and social service providers who serve youth
  - School counsellors
  - CYMH service providers
  - Primary care network/nurse practitioners/physicians
  - Physical health supports
- Youth members (12-15, 16-19, 20-24)
- Family/caregiver members (parents, siblings, aunts, uncles, grandparents)
- Youth-centred recreational and arts staff
- Cultural support workers
- Spiritual leaders
- Coaches

## Communication

Communications are very important in committee work as it ensures everyone is up to date and on the same page. It creates transparency and enhances relationships between members and those they are accountable to.

The committee reports to:

1. Any working groups, how often and why
2. Any leadership groups or individuals, how often and why

For example, the committee reports to the Board of Directors on a monthly basis to provide status updates on the work.

*If this is a working group from a standing committee then you can make this clear here. If there is a communication structure where you would like members of the committee to share this information in other spaces, you can list them here.*