

Prince Albert & Area Community Alcohol Strategy
Community Alcohol Strategy Steering Committee (CASSC)
Terms of Reference
Revised June 28, 2017

1. Name

Community Alcohol Strategy Steering Committee (CASSC)

2. Purpose

The Steering Committee exists to guide the effective implementation of the Community Alcohol Strategy. As it pursues this purpose the CASSC will:

- a. Engage and mobilize the community.
- b. Provide opportunity for individuals and organizations to contribute to the development of goals, strategies and action plans to implement the various aspects of the Community Alcohol Strategy.
- c. Communicate the challenges and successes during the implementation of the Strategy to the CASSC member agencies, governments, local and provincial agencies, and the people of Prince Albert and area.
- d. Facilitate advocacy efforts aimed at appropriate organizations and levels of government to support the CASSC and the Community Alcohol Strategy.

3. Membership:

- a. CASSC membership is open to interested members of the community or organizations who demonstrate commitment to working collaboratively with others to make the vision of the Community Alcohol Strategy a reality.
- b. In the event the size of the Committee makes operations unwieldy, consideration will be given to the creation of an Executive Committee.
- c. Current membership list is in Appendix A and will be updated on an annual basis.

4. Executive Structure

The CASSC will be managed by an executive elected from its membership to the following positions:

- a. Two Co-chairs with staggered 2 year terms. Until permanent co-chairs are elected, the co-chairs will be appointed on a voluntary rotating basis.
- b. Recorder (Minimum 1 year term, to be reviewed annually)
- c. Treasurer (Minimum 1 year term, to be reviewed annually)
- d. Communications officer (Minimum 1 year term, to be reviewed annually)

The roles of the executive positions are outlined in Appendix B.

5. Operational Processes

a. Norms

Members will:

- i. Ensure discussion is open, honest, respectful and productive
- ii. Respect the confidentiality of matters when deemed necessary by the group
- iii. Listen actively
- iv. Share their expertise, experience and perspectives
- v. Participate to the best of their ability
- vi. Be conscious of body language and nonverbal responses
- vii. Demonstrate commitment to the purpose, spirit and intent of CASSC

b. Meetings

- i. Meetings will be held monthly during the first year of operation and the frequency of meetings in future years will be determined by the committee annually.
- ii. Additional meetings can be called at the discretion of the Chair/s.
- iii. Any member of the Steering Committee can contribute items to the meeting agenda by submitting them to the chair prior to the agenda finalization. Members can also add emergent items to the agenda at the start of the meeting.
- iv. Ad Hoc subcommittees will be formed as tasks require and with terms determined at the time of formation
- v. Any between meeting action required will be assigned to volunteer members for completion. A review of actions and person responsible will be conducted at the conclusion of each meeting

c. Decision Making

Decision making will be by consensus. If, in the chair's opinion, a lack of consensus is excessively hindering the progress of the CASSC, the Chair shall determine the will of the group and proceed in that direction.

d. Communications

- i. The Communication Strategy will guide the communication activities of CASSC.
- ii. **Internal (with each other and executive):**

- Committee members will communicate via phone, email, in person with consideration of discretion and transparency.
- iii. **External (to public, specific groups, how and when)**
- Communication with the public will be frequent, open, appropriate and transparent, keeping in mind that this is a community owned strategy.

e. Structural review

The CASSC will adhere to these terms of reference, review them at least annually and revise them as necessary.

6. Accountability

The CASSC is a volunteer group of community members without formal authority but its members who represent organizations are accountable to those organizations. The CASSC is responsible for guiding the implementation of the Community Alcohol Strategy, is accountable to the community for that responsibility and will demonstrate that accountability through transparent processes and effective communication.

Although CASSC is not a registered non-profit corporation, any financial transactions will be authorized by the chair and treasurer or designates and will be managed and documented according to generally accepted accounting principles and practices that govern non-profit organizations.

Appendix A: Membership

Membership List

CASSC Membership List

Last name	First Name	Agency
Anthony-Burns	Karen	Community Mobilization PA
Bird	Vicki	Mobile Crisis Unit
Bratvold	Robert	SRPSD/CASSC Communications Officer
Bray	Bill	PAPHR
Burns	Conrad	Citizen
Carriere	Shelley	PAPHR
Cockle	Trina	MADD
Dumont	Troy	Community Mobilization PA
Fernie	Fern	Retired Nurse
Howell	Brian	Riverbank Development Corporation
Humble	Steven	Citizen
Jonathan	Kimberley	FSIN
Orr	Rick	PA Downtown Business Imp. District
Pitzel	Julie	Elder
Rennie	Cory	PAPHR, Mental Health
Rideout	Darryl	SLGA (Resource to Steering Comm.)
Rowden	Jeff	Prince Albert Police Service
Schneider	Carmela	RCMP
Storey	Shelley	COR - Adhoc Member
Stubbs	Suzie	PAPS Bylaw Services
Toye	Jim	City of Prince Albert
Winterberger	Markus	CMPA Analyst

*Positions that need to
be filled:*

Youth Representative(s)

Rural Representative(s)

Appendix B:

Executive Roles and Duties

Chair

- Co-Chairs' duties will be divided evenly
- Provide leadership to guide the committee to fulfill its purpose and objectives
- Facilitate discussion, consensus and committee teamwork
- Determine date, time and location of meetings
- Finalize the agenda with the recorder by the Co-Chair and distribute to the membership three days prior to the meeting, whenever possible

Recorder

- Records minutes of all meetings, and distributes them to the steering committee member within a week of the meeting via e-mail
- Plans meeting agenda with the Co-Chair

Treasurer

- Carries out the responsibilities of a member of the Steering Committee
- Assists in the preparation of the budget
- Monitors the budget
- Ensures the Steering Committee financial policies are being followed
- Reports to the Steering Committee and general fundraising or grants
- Prepares or oversees any required financial reporting forms
- Maintains or oversees all bank accounts
- Prepares or oversees all financial transactions
- His or her signature should appear on all cheques of the organization with the second signature from any of the Steering committee with signing authority.
- Chairs the finance committee if one exists
- During the interim, the City of PA City Manager will assign someone from within the City to perform the financial responsibilities. The treasurer will work with the City designate to ensure that the above responsibilities are completed and will then report back to the steering committee

Communications Officer

- Carries out the responsibilities of a member of the Steering Committee

- Work with community experts on how to keep public informed about implementation of strategies
- Assists community and board on developing a public facing communications strategy
- Work as liaison with media to keep informed of implementation progress
- Chairs the communications committee if one exists