



Lanark County
Community Justice Program

BE STRONG ADVISORY GROUP

“Building, Encouraging, Supporting, Trusting Relationships On Neutral Ground”

TERMS OF REFERENCE

PURPOSE

The Be Strong Committee is an advisory group for a program to promote restorative practices and approaches in schools and youth centres within Lanark County and the Town of Smiths Falls. This advisory group will work closely with the Community Animator to develop a proactive approach utilizing established Best Practices in the field and accessing local and regional community resources. New opportunities will be developed for our current facilitators to become involved in the work of LCCJP and additional community volunteers can become engaged in promoting restorative approaches.

This advisory group addresses the following Objectives of the 2016-2019 Strategic Plan of LCCJP:

- *Objective 2.1: Improve community understanding of restorative approaches.*
- *Objective 2.2: Promote the use of restorative practices in Lanark County schools, workplaces, agencies and other organizations.*
- *Objective 3.1: Provide opportunities for education and growth for facilitators, volunteers, staff and Board members.*
- *Objective 3.3: Enhance the use of our volunteer resources.*

MEMBERSHIP

The advisory group will always have at least one Director designated as the LCCJP Board’s representative. The balance of the advisory group will be made up of a maximum of ten (10) and a minimum of six (6) volunteers from the pool of LCCJP facilitators and/or the community at large. The Executive Director will be ex-officio and will provide staff support. Placement students may attend as observers and may participate in the discussions but are considered ex-officio.

Other people may be approached to bring their expertise to this committee advisory group on an ad-hoc basis when needed.

CO-CHAIRS

The designated Director will be one of the Co-Chairs. The other Co-Chair will be selected annually by the members of the advisory group.

QUORUM

Quorum is deemed to be achieved at a meeting with one Co-Chair, the Executive Director (or designate) and four (4) volunteers in attendance.

MEETING FREQUENCY

Meetings will be held a minimum of every second month from September to May. Additional meetings will be scheduled at the call of the Co-Chairs as needed.

REPORTING STRUCTURE

The designated Director will report to the LCCJP Board of Directors at the Board meeting that follows each advisory group meeting. The Executive Director will report to any and all funders of this program at intervals as determined by the individual funders.

PROCESS

This advisory group will use an interactive process utilizing the varied expertise of the group. A note-taker will be selected at each meeting and the Executive Director will circulate the notes to the advisory group members within ten (10) business days.

Any decisions of this advisory group involving the use of LCCJP resources or financial contributions will need to be ratified by the LCCJP Board of Directors before being implemented.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed by the advisory group annually with any recommended changes forwarded to the LCCJP Board for approval. The LCCJP Board of Directors is the final decision-maker for the content of the Terms of Reference.