

# TERMS OF REFERENCE

## FALL PREVENTION COMMUNITY OF PRACTICE (CoP) CORE TEAM Revised September 2019

The official name of this group is the *Fall Prevention Community of Practice Core Team*.

### **Structure:**

The CoP will consist of a Core Team of approximately 12-20 members and a general membership for all interested fall prevention practitioners across Canada.

### **Vision:**

To create supportive communities where adults enjoy quality of life and maintain their independence through the prevention of falls.

### **Mission:**

The Fall Prevention Community of Practice supports its members to build capacity in the prevention of falls and fall-related injuries. We achieve this through knowledge sharing, networking, and implementation support for evidence-informed practices.

### **Values:**

- We believe that every person has an equal right to resources and services to help reach his or her maximum level of personal wellness. We believe that interventions should be based on evidence.
- We value the needs and voice of older adults and their caregivers in fall prevention issues.
- We value the role of multiple sectors and disciplines which contribute to systemic changes and integration.

### **Sponsoring Organization:**

The Ontario Neurotrauma Foundation will assume responsibility for providing:

- a) Project management and coordination of the CoP (i.e. financial, human and technological resources)
- b) Maintenance of the communication platform Loop
- c) Loop You Tube channel for archived webinars
- d) Support of paid full time and contractual staff (see Appendix)
- e) Infrastructure and support for teleconferences/face to face meetings

**Co-Chairs will collaborate to:**

- a) Contribute to the agenda for each meeting
- b) Keep the meeting on time and on topic
- c) Contact members for issues as needed
- d) Assist the ONF team as needed
- e) Foster and maintain ongoing Core Team involvement
- f) Maintain communication on the activities within the membership
- g) Assist as needed with orientation and information for new CoP members

Each Co-Chair is expected to serve for a minimum of two years when possible, with one Co-Chair changing or being acclaimed each year as needed.

**All Core Team Members will:**

- a) Have a general understanding of and commitment to the purpose, goal and mission statement of the CoP
- b) Have interest, personal or professional knowledge and/or experience directly or indirectly related to the CoP purpose
- c) Actively contribute and encourage participation on Loop
- d) Participate in the decision-making process
- e) Provide a communication, coordinating and planning link within their own agency, with partnering agencies, local, regional and provincial networks.
- f) Provide ongoing direction, support, feedback and evaluation to the Sponsoring Organization
- g) Be entitled to move or second motions and vote at any meeting
- h) Have a willingness to represent CoP in the community
- i) Participate in CoP activities and initiatives, including active participation on Loop
- j) Participate in or contribute to at least one subcommittee
- k) Actively recruit general members

**General Membership will:**

Have interest, personal or professional knowledge and/or experience directly or indirectly related to fall prevention.

**Core Team Engagement:**

Attendance at meetings is essential to the effective functioning of the Community of Practice. Weekly engagement on Loop is also expected. Organizations whose representatives regularly miss meetings/do not actively participate are subject to having their Core Team membership reviewed. The Core Team engagement process will be reviewed annually.

**Conflict of Interest:**

As required, Core Team members will disclose any vested interest as agenda items are raised.

**Number of Meetings for Core Team:**

Approximately once a month by teleconference during the fiscal year from April 1<sup>st</sup> to March 31<sup>st</sup>.

**Decision Making:**

Decision making should reflect the needs of the general membership. Decisions will be made by consensus. To pass, motions require 50% + 1 of the Core Team present to vote in favour. Quorum must be met. Organizations that have more than one representative on the Core Team will have one vote. Quorum will be counted by the number of votes, not the number of people.

To change the Terms of Reference, approve the annual Work Plan or elect a CoP Co-Chair

- Quorum Needed: Full Core Team (in-person or electronic vote; no response by deadline is an abstention)

For any other business

- Quorum: 6 Core Team members (in-person vote)

Day to day operational decisions will be made at the discretion of the sponsoring organization and the ONF Team.

**Working groups:**

Ad hoc advisory working groups will form at the request of the Core Team and disband as needed.

There are standing working groups for webinars, for evaluations and for recruitment/engagement of Loop members. Each working group will have a rotating Lead (Chair). General members are welcome to join working groups. Working groups will produce webinars based on the strategic directions and themes approved by the Core Team. Working groups will report back to the Core Team.

The webinar working group is responsible for proposing and selecting themes, topics, discussion posts and soliciting contributors to the discussion posts and webinars.

The evaluation working group will work with the ONF Team to design, implement and report on the methods and results of evaluations to the Core Team, including Core Team functioning, membership surveys and program components as identified.

The recruitment and engagement working group will work on identifying and supporting recruitment and engagement strategies as per the annual workplan and the annual strategic planning meeting results.

The working group (Chairs) may choose to defer certain agenda items if meeting turnout is inadequate. Ideally, at least 5 people are present at each meeting.

**Professional behaviour:** There is an expectation that all members will treat each other with mutual respect and professional courtesies.

**Amendments:**

These Terms of Reference will be reviewed annually with amendments made as needed.

## **Appendix**

### Role Descriptions

**Program Director will:**

- a) Provide overall leadership for CoP activities
- b) Fulfill the duties of the Sponsoring Organization

**CoP Consultant & Liaison (contractual) will:**

- a) Seek content and expertise for Loop discussions and webinars
- b) Engage Loop members to keep them active; seek potential members to answer/contribute to discussion posts on Loop
- c) Be an active presence on Loop and inform the ONF team of gaps in content, trends and any other key information for engagement
- d) Identify posts, questions, trends for which a knowledge product could be developed by the Knowledge Broker
- e) Respond to direct informal queries may it be by email or in person
- f) Orient new CoP Core Team members to the CoP and Loop
- g) Answer chat room questions for Loop webinar participants
- h) Work in Design Edit to make corrections to posts as needed.
- i) Participate in the webinar subgroup as needed
- j) Participate in the Team Us meetings
- k) Actively promote the CoP and Loop to external stakeholders by identifying possible distribution channels while creating and maintaining partnerships
- l) Represent the CoP in different events/initiatives as appropriate

**ONF Knowledge Coordinator (full time) will:**

- a) Provide technology expertise and support
- b) Manage the backend of Loop and support members with use of the website
- c) Assist with production of the newsletter, webinars and promotional materials
- d) Organize outreach opportunities
- f) Perform a knowledge brokering role, as needed
- g) Provide general logistics and administrative support
- h) Prepare agendas, schedule meetings, post on Loop and inform the Core Team
- i) Take and distribute minutes and post on Loop.
- j) Ensure all documents are up to date in the CoP private groups and workspaces for all members to access
- k) Work in Design Edit to make corrections to posts, to post events, to review and accept event posts and other corrections as needed

**Knowledge Broker (contractual) will:**

- a) Support linkage and exchange activities in the Loop discussions by providing summaries, research informed content, knowledge products (e.g. fact sheets, etc.) and any other content that adds evidence and value to the ongoing discussion
- b) Respond to requests for information from Loop members
- c) Work with the ONF team to provide content for the Loop website pertaining to the Knowledge Centre page, its intake and evaluation forms
- d) Develop a handout template and/or other knowledge products that would add value to the Loop webinars in partnership with the webinar presenters
- e) Work with the ONF team in defining the parameters of the Knowledge Centre database which will store information requests and responses
- f) Provide an analysis of trends for Loop information requests and consultations every 6 months
- g) Provide advice on Loop service improvements pertaining to the Knowledge Centre

\*The Knowledge Broker does not sit on all the Core Team meetings.

Revised by Marguerite Thomas, accepted at Core Team meeting September 17, 2019