



TERMS of REFERENCE

MISSION:

The Child Nutrition Network provides leadership and support to local Student Nutrition Programs through educating, capacity building and financial assistance.

RESPONSIBILITIES:

Network Members

1. Carry out responsibilities generated from the meetings and listed in the Network's strategic plan.
2. Complete activities and reports as required by funders.
3. Assist with hiring of facilitator(s) to work with local communities in accomplishing identified goals.
4. Guide work of the facilitator(s).
5. Provide space for meetings.
6. Advocate for the role of the Child Nutrition Network in our communities.

Chair

Provide leadership to the Network through creation of agenda, chairing of meetings, and overseeing the strategic plan.

Haldimand-Norfolk REACH

1. Manage the funds of the Child Nutrition Network and provide financial reports to the Network as well as local and provincial funders.
2. Provide working space, equipment and administrative support for staff.
3. Employ staff and administer the resources to support Student Nutrition Programs in partnership with the Child Nutrition Network.

Haldimand-Norfolk Health Unit:

1. Create and distribute the newsletter three times a year and assist with other promotional materials.
2. Provide nutrition expertise and guidance to the facilitators and student nutrition programs.

MEMBERSHIP:

1. Membership may include representatives from public health, health and social services, education, and the community at large (churches, service groups/clubs, business groups).
2. Citizens with an interest in promotion of nutrition programs will be encouraged to participate to strengthen the local relevance of this project.

MEETING STRUCTURE:

1. Meetings will be held monthly.
2. Meeting times, dates, and locations will be determined by the membership.
3. Agendas will be distributed to all members prior to meetings. Network members are responsible for submitting agenda items to the Chair ahead of time.
4. The Recorder will be rotated among Network members.

DECISION-MAKING PROCESS:

Decisions are made through consensus to ensure that all members' voices are heard.