

The Partner Advisory Committee (PAC) Terms of Reference

Purpose:

- ✓ To engage the community stakeholders in an ongoing process that is aimed at identifying and bridging service gaps in Windsor and Essex County
- ✓ To create and/or facilitate programs and services to meet the identified needs and monitor progress
- ✓ To create/integrate programs that support the WECHC strategic plan
- ✓ To Strengthen collaborative opportunities with partners to benefit vulnerable clients

Membership:

- ✓ Executive Director
- ✓ WE CHC clinical leadership team
- ✓ Partners that collaborate with WE CHC to support delivery of care and/or services.
- ✓ 1 Community Member who is able to commit for 1 year
- ✓ Community Groups

Meeting Frequency:

- ✓ Quarterly meetings of the whole chaired by rotating members of WE CHC clinical leadership team
- ✓ Breakout working group meetings as needed and dependent on programming planning needs

Reporting:

- ✓ Minutes taken/circulated by WE CHC
- ✓ Working group would report back to the main group with recommendations and mutual decision making

Responsibilities:

- ✓ To create integrate program plans that support the WE CHC strategic plan and meet the needs of our community
- ✓ To engage partners in the process and to better align programs with other agencies in an effort to avoid duplication and enhance services to the clients
- ✓ Annually plan, review and assess community needs and integrated service plans
- ✓ Assist each other with program related issues and needs as they arise or are made known