

TERMS OF REFERENCE

Multi-Agency Partnership BC (MAP BC)

1. The following are the terms of reference for the unincorporated Multi-Agency Partnership (MAP) of British Columbia. MAP is comprised of agencies and individuals who work to fulfill its mission.

Mission Statement:

2. *The mission of MAP is to work collaboratively to identify barriers and provide solutions to promote the protection and well-being of refugee claimants and service providers, by facilitating networking and information sharing.*

On a day-to-day basis, MAP strives to ensure that refugee claimants and service providers benefit from:

- i) accurate, timely information and referrals;
- ii) access to settlement assistance, housing, legal advice, health care, and other social services;
- iii) strengthened collaboration between service providers;
- iv) early identification of issues and trends that affect refugee claimants; and
- v) development of efficient, collective solutions and responses through the collaborative work of service providers.
- vi) public education to raise awareness of issues affecting the well-being of refugee claimants

History:

3. MAP was first conceived of and created by the Canadian Red Cross in 2008 as a resource for the First Contact Project in British Columbia. These Terms of Reference reflect the transition from First Contact as the primary focus for MAP as its own entity and with a broader mandate and vision.

Core Values

4. The values of humanity, integrity, neutrality, impartiality and respect have been fundamental to the success, credibility and effectiveness of MAP.

Decisions

5. In keeping with the core values, MAP strives to reach decisions by dialogue and consensus wherever possible.
6. In the event that MAP needs to make a decision by way of vote, the vote will be carried by two-thirds majority of organizations and/or individuals present. Each organization present will have one vote. Voting by proxy is permitted.

Membership:

7. Membership in MAP is open to any organization or individual that provides direct service to or whose work enhances knowledge about refugee claimants.

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8. All Members demonstrate their commitment to MAP by signing the Agreement to Collaborate upon joining MAP and when requested to by the Executive committee.
9. There are two categories of Members within MAP:
 - i) **Partners:** agencies or individuals who
 - a. participate and work collaboratively within MAP
 - b. show a high degree of commitment by providing advice and/or support
 - c. attend a minimum of 6 meetings annually
 - d. may be nominated for positions on the Executive
 - e. must sign the MAP Agreement to Collaborate
 - f. may choose to be listed on the MAP website and in publications
 - g. may choose to receive MAP updates
 - ii) **Participants:** agencies or individuals who
 - a. join in MAP meetings and discussions at their convenience
 - b. cannot be nominated for Executive positions
 - c. participants may vote
 - d. must sign the MAP Agreement to Collaborate
 - e. may choose to receive MAP updates

Executive

10. MAP recognizes that its Members carry many responsibilities. In the interest of sharing responsibilities, representatives of Partner agencies are encouraged and expected to serve on the Executive on a rotating basis.
11. For the purposes of stewardship, MAP will nominate and elect Partners to the following positions for a 2-year alternating term to ensure crossover and coaching. Under special circumstances, and following a member vote of support, may be extended for a period up to a maximum of 2 years.

The co-chairs, working with the Executive Coordinator, are responsible for the following:

- identify guest speakers
- set the agenda
- chair MAP meetings whether online or in person.
- co-chair Advisory Committees
- lead on MAP collaborations, events and partnerships.
- represent MAP in dialogue with other organizations including government.

12. Election procedure for MAP BC Executive Co-chair

- Any member (who belongs to an agency that is a partner level member of MAP) may be nominated or nominate themselves; and any member can make a nomination.

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- **The nominator must provide in a letter to the MAP Coordinator to circulate:**
 - a) some background information about the candidate relevant to this position
 - b) describe why/how the person is a good candidate
 - c) mention any particular skills that the candidate will bring to the position
- **VOTING**
 - Any agency in good standing with MAP as a Partner – one vote per agency
 - A majority of votes is sufficient to decide the election.

13. MAP Co-Chairs and/or MAP Hiring Committee will hire the following paid staff:

MAP Executive Coordinator: Among other duties the Coordinator ensures agendas are developed and distributed in advance, organizes meeting logistics and works with the host agency to ensure space is available and compiles a summary of feedback following the meeting. The Coordinator will also take minutes of the MAP meetings, verify the accuracy of the minutes, and distribute them to MAP members at least 1 week prior to the next meeting. The Coordinator will report to MAP Co-Chairs.

14. The term of the appointment of the MAP Executive co-chair will run from Feb 1 to Jan 31 of each year. Elections will be held in the January meeting to ensure cross-over and coaching. The outgoing co-chair will remain on the Committee until June 30 of each year.

Working Groups

15. MAP may establish working groups as required to deal with specific issues affecting refugee claimants or MAP Members. Working groups may include, but are not limited to, Housing, Health, Legal, and Information & Referral.

16. Working Groups will take direction from MAP and will report to the Executive, and to the regular meetings of MAP as directed.

17. The Working Groups will develop their own Terms of Reference in line with MAP Terms of Reference and specific to their efficient and collaborative functioning.

Meeting

18. MAP will meet each month, except for the months of December, July and August. The meetings will take place the 4th Thursday of each month from 9:30 a.m. to 12:00 noon and will rotate through partner agencies with space to host with the choice of connecting online if preferred or when necessary.

19. The Agenda for the meetings will be circulated to MAP at least 1 week prior to the meeting.

20. The location and dates of MAP meetings may be changed with 1 week's notice to Members (except in emergencies).