

NGO Alliance of Ontario

TERMS OF REFERENCE



Purpose

The over-riding purpose of the NGO Alliance of Ontario is to assist in addressing the humanitarian needs of Ontarians during and recovering from disasters.

Objectives

The primary objectives of the Alliance are to:

1. Create a climate for cooperation to increase mutual awareness and enable a greater understanding of the unique roles and responsibilities, identities, mission and provisional capabilities of each member agency;
2. Promote collaboration and share decision-making, information, and resources to strengthen relationships among agencies;
3. Develop and maintain standard operating procedures between member organizations to increase collaboration and efficiency and to maximize resources in responding to emergencies.
4. Reflect on, and use as a reference as needed, the “*Guidelines for Cooperation Between Non-Governmental Organizations Responsible for Disaster Humanitarian Relief Activities in Canada*”

Mandate

The NGO Alliance of Ontario recognizes the privilege of its member agencies to independently provide services, while expecting them to uphold the purpose and objectives of the Alliance.

Principles

The NGO Alliance of Ontario intends to accomplish its mission by adhering to the following principles:

Cooperation – We will foster cooperation among member agencies.

Collaboration – We dedicate ourselves to working together to achieve specific goals and to undertake specific projects for mutual benefit.

Communication – We will disseminate information through various communication mechanisms, both internally and externally.

Consideration – We will operate with the knowledge that, as outlined in the Emergency Management and Civil Protection Act, the local authority has responsibility and authority on all events occurring in their jurisdictions and that we recognize the privilege of its member agencies to independently provide emergency services to the citizens in the jurisdiction.

Structure

The organization shall include:

- One Chair and one Vice-Chair;
- a Secretary, appointment will be reviewed annually;
- Working Groups (sub-committees) to be determined and appointed by the NGO Alliance membership.
- Provincial Government Liaison

Executive Committee Responsibilities

The Chair / Vice Chair will provide leadership and coordination.

Chair roles and responsibilities include:

- Being a member of the NGO Alliance of Ontario;
- Being a partner with the Alliance membership to achieve the organizations' Objectives;
- Serve as the Chair of meetings;
- Discussing issues confronting the organization with the Membership;
- Be responsible for preparing the meeting agenda, and forward the agenda prior to the meeting or conference call to members for their review and input;
- Minutes will be recorded and circulated following each meeting or conference call;
- Provide communications (oral and written) to the NGO Alliance members, and other groups, as required.
- Perform other duties as required by the NGO Alliance
- Serve as principle representatives of NGO Alliance to other external groups
- Evaluates annually the performance of the organization in achieving its mission.

Vice Chair Roles and Responsibilities include:

- Being a member of the NGO Alliance of Ontario;
- Performs Chair responsibilities when the Chair is unable or unavailable to do so;
- Reports to the Chair;
- Works closely with the Chair and the Membership;
- Performs other duties as assigned by the Membership.

Membership

The NGO Alliance is an umbrella organization of both non-governmental organizations and provincial government with roles in emergency management within the geographical boundary of Ontario, working together. Membership is held by the organization and not the individual. Efforts should be taken to ensure that someone from the members' organization attends all meetings if at all possible. Substitutes are welcome. When the member organization makes a change in personnel for their Alliance representation, the organization shall inform the Alliance Chair of that change, and the new designee shall be introduced to the NGO Alliance as the replacement for the former representative at the next available meeting.

Each member agency maintains its own identity and independence, yet works closely with other agencies to improve service and to eliminate unnecessary duplication.

NGO Alliance of Ontario membership will be by invitation of current members or by expression of interest by agencies wishing to join. Current members will be consulted on new applications for membership.

The NGO Alliance of Ontario will determine that new agencies presented for membership meet the agreed upon criteria for membership and will make a recommendation on membership to the Executive of the NGO Alliance of Ontario. The Executive will make the final decision on membership.

Criteria for membership

- Agencies and government that have a role in one or more pillars of emergency management;
- A commitment to abide by the Emergency Management & Civil Protection Act
- A commitment to contribute to, and receive feedback on, all matters related to the five pillars of emergency management;
- Must have an established staff/volunteer management system that ensures an appropriate level of screening and training.
- Members must be able to demonstrate and/or commit to a province-wide ability to respond to disasters to provide support under one or more of the 5 pillars

Membership Termination

Voluntary

Members may be required to step down from the Alliance due to a change in organizational mission, leadership, or for other reasons.

Should a member wish to voluntarily withdraw from the Alliance, they will:

- Give the NGO Alliance of Ontario 30 days' notice in writing;
- Forfeit any annual dues and other charges previously accrued;
- Do so by mutual agreement of the Chair of the NGO Alliance and the organization representative.

With Cause

Grounds for member termination are the following:

- Conduct contrary to the principles, Objectives and Guidelines for Cooperation of the NGO Alliance of Ontario as verified by the Chair / Vice-Chair
- Unpaid dues;
- Membership criteria are no longer being met.
- Majority vote of the NGO Alliance Board membership

Upon 15 days written notice to a Member, the NGO Alliance Board may pass a resolution authorizing termination of membership for violating any of the Objectives. The Member receiving the notice shall be entitled to give the NGO Board membership a written submission opposing the termination not less than 5 days before the end of the 15-day period. The NGO Board membership shall consider the written submission of the Member before making a final decision regarding termination of membership.

Prior to the termination of an organization's membership, both of the Chair and Vice-Chair will work to reasonably resolve any difference or challenges preventing their continued participation on the NGO Alliance of Ontario.

Membership Dues

Membership Dues will be used to offset the costs of operations, such as the printing promotional NGO Alliance material and the maintenance of a website.

Working Groups

Working groups and sub-committees will be created and shall be provided with clear objectives and milestones.

Working groups will meet at the call of the working group chair and will report as requested or as necessary, and at least twice per year.

Working group and or sub-committee membership may include non-members such as individual subject matter experts or agencies to ensure the capability to bring in any and all subject matter experts required to meet objectives.

Meetings

Meetings and/or conference calls will be held quarterly, four times a year or as required and may be cancelled upon agreement.

Requests for special meetings may be made by any member organization. The Chair/Vice-Chair will provide a recording secretary who will record, prepare and distribute the minutes of meetings and other materials as required.

Quorum

Reference Addendum A.

Guidelines for Cooperation

The following is a voluntary code, enforced by the will of the organizations accepting it, to maintain the standards of independence, effectiveness and impact to which each aspires in disaster relief:

- We will act in the public interest
 - Resolving any conflict between our personal or private interests and our official duties in favour of the public interest.
 - Maintaining the confidentiality of information gained as a result of our work.
 - Being sensitive to the political process and acting in accordance with the traditions regarding political impartiality.
- We will act with integrity
 - We are expected to exhibit honesty, integrity and the highest standards of personal conduct.
 - Our decisions affect other agencies, clients and the public and so must be fair, consistent and equitable.
- We will act with respect for others
 - Treating the public and colleagues with respect, courtesy and dignity.
 - Treating the public and colleagues fairly and consistently.
- We will act with skill and dedication
 - Providing responsive, effective and efficient services to the community that are flexible and can adapt quickly to changing demands.
 - Giving our best to meet performance standards and other organizational requirements.

Amendments

Proposed amendments to these Terms of Reference must be distributed at least 10 working days prior to a meeting at which the amendments will be considered.

Amendments will be adopted by majority agreement at a meeting of the NGO Alliance of Ontario.

Terms of Reference Review Provision

The Terms of Reference will be reviewed annually.

Final: Version 5 – June 1, 2018

Approval Date: Via email to members

Review Date: One year from Approval Date

Signatures of Founding Members:

Salvation Army

Canadian Red Cross

Samaritans Purse Canada

Mennonite Disaster Service

CRC World Renew

St. John Ambulance

**Ontario Conference of the
Seventh-day Adventist Church**

**Ontario Society for the
Prevention of Cruelty to Animals**

Team Rubicon

Addendum A

Quorum

1. For voting on matters of maintenance (scheduling of meetings, approving of Minutes), a 50% + 1 requirement will take effect,
2. For voting on substantive matters (changing Terms of Reference, changing membership make-up of Alliance), a 2/3 majority will be required for voting,
3. For change of Executive Committee leadership, a quorum of 2/3 of members will be required.