

# **NORTH EAST DEMENTIA NETWORK COALITION**

## **TERMS OF REFERENCE**

### Purpose

The overall purpose of Dementia Networks is to facilitate the collaboration of available people and resources to improve the system of care of persons with dementia and their families and caregivers.

The purpose of the North East Dementia Network Coalition is to create a unified voice for the six Dementia Networks in Northeast Ontario, and in the process establish a formal linkage with the administration of the North East Local Health Integration Network (LHIN).

### Goals

- To identify opportunities for dementia education and training in the North East
- To enhance sharing of best practices and resources
- To present a shared vision to the North East LHIN
- To facilitate and enhance partnership initiatives with partners in care
- To advocate for the needs of people with dementia in the North East

### Membership

The North East Dementia Network Coalition will be comprised of two key representatives from each Dementia Network in the North East (e.g. chair, co-chair and/or key Dementia Network representative) as well as one designated treasurer.

- Cochrane District Dementia Network
- Dementia Care Network Algoma
- Dementia Network of Nipissing District
- Sudbury-Manitoulin Dementia Network
- Temiskaming Dementia Network
- West Parry Sound Dementia Network

Subcommittees may be formed for specific issues and may call upon the expertise of individuals other than those listed above.

### Meeting Frequency

Meetings will be twice per year at minimum, with additional meetings as necessary.

### Chair

Chair or co-chairs will be identified through consensus of the members at the first meeting. The term of office for the chair/co-chair will be two years.

### Meeting Format

Members may meet either in person or via teleconference.

A meeting agenda will be circulated prior to the meeting.

A secretary will be designated to record meeting proceedings. Following the meeting, meeting summaries will be developed and distributed to all members by email.

### Decision Making

Formal motions and voting procedures will be used for decisions regarding significant planning issues and allocation of resources.

Where voting is required, each Dementia Network will be afforded one vote. In the case of a tied vote, the issue will be tabled for the next meeting for further discussion.

### Resolution of Disagreements

Where disagreements occur, all efforts will be made to resolve the issue through communication and consensus.

### Review

The Terms of Reference will be reviewed on an annual basis and revised as necessary.

Approved: Oct. 23, 2007