



FOOTPRINTS Steering Committee
Terms of Reference

Purpose/Mandate

The FOOTPRINTS4Autism Steering Committee is a committee administered under the auspices of Dunbarton-Fairport United Church and its social teachings, appointed by the Session of Dunbarton-Fairport United Church and the Council of St. Mark's United Church, and funded by outside sources.

The purpose of the FOOTPRINTS Steering Committee is to:

- a) Construct and oversee a program which provides respite for families with children 13 years of age and under who have been diagnosed with Autism Spectrum Disorders, with at least five (5) children at a time who receive a respite session at least once per month, in a happy and safe environment, which creates a desire to return
- b) Contribute to family and community health
- c) Provide appropriate equipment to meet program work plan
- d) Ensure safety provisions for children and volunteers
- e) Ensure that FOOTPRINTS4Autism be carried on without purpose of gain for its members, and that any profits or other gains to the organization shall be used in promoting its objectives.

Objectives

The FOOTPRINTS Steering Committee shall establish and report on appropriate measures of success or Key Performance Indicators (KPIs) in the following areas:

- Family retention
- Growth in service as outlined in annual Activities Work plan
- Family satisfaction
- Sufficient continuing supply of qualified volunteers

Responsibilities

To fulfill its mandate, the FOOTPRINTS Steering Committee shall:

1. Reinforce the value and benefits of being a family of FOOTPRINTS4Autism program with existing families.
2. Communicate the value and benefits of being a family of FOOTPRINTS4Autism program within the community.
3. Ensure that family concerns are addressed in a timely and professional manner.
4. Ensure that family needs are identified and responded to.
5. Contract qualified Consultants, conduct periodic reviews, and annually renew or make modifications to contract, to ensure program success.
6. Provide support and guidance to the Consultants to ensure Program meets measures of success.
7. Ensure the development of a qualified volunteer base consisting of committed volunteers with appropriate training.

8. Ensure that the Program Consultant and at least one volunteer per two children or fewer are present at all times.
9. Work in collaboration with the Operations Manager or on its own accord to conduct periodic reviews of family satisfaction.
10. Seek out 'best practices' of similar agencies.
11. Ensure that the new family application process is being effectively administered.
12. Authorize and monitor all disbursements, and soliciting of funds.
13. Provide regular written reports to the Official Board, the Session and Council, and to funding agencies.
14. Assist the Operations Manager in covering the needs of the Operational Budget by setting client fees, participating in fundraising events, applying for foundation and corporate grants, and soliciting individual donations.
15. Evaluate the overall effectiveness of the committee on an annual basis, by the committee itself, families, and the Consultants.
16. Develop an annual work plan and budget, and submit that plan for approval.
17. Shall ensure that a team effort exists between the Steering Committee and the Operations Manager, each being supportive of the other.

Committee Members

- The Steering Committee shall consist of a minimum of five members, with a quorum of 50% plus one, rounded down.
- An individual interested in joining the Steering Committee should submit an application and resume to the committee.
- The committee shall elect a Chair, Vice-chair, Treasurer, and Secretary, each to serve for two-year terms. In the Chair's absence, the Vice-chair will assume the responsibility of the Chair.
- Each member shall hold two-year renewable terms.
- The Chair, the Treasurer, and two (2) Steering Committee members shall have signing authority on cheques, any two being sufficient to issue a duly authorized cheque.

Meetings

The FOOTPRINTS Steering Committee shall:

- Establish a meeting schedule from September to June, to meet at least monthly, and as needed
- Minute all meetings, such minutes to be maintained by Committee Secretary
- Be a model for others by the active participation of its members

All members should attend meetings regularly. In the event that attendance at a given meeting is not possible, regrets shall be communicated to the Chair prior to the meeting. Should a member miss three consecutive meetings within a one-year period, the Chair shall contact the individual and determine whether continuation on the committee is possible.

Dissolution Clause

If, on the winding up of FOOTPRINTS4Autism, any property remains after satisfaction of the debts and liabilities of FOOTPRINTS and the costs, charges, and expenses of that winding up, that property shall be distributed:

- to another incorporated association having objects similar to those of FOOTPRINTS; or
- for charitable or benevolent purposes, which incorporated association or purposes, as the case requires, shall be determined by resolution of the members.

1. The effective date of these Terms of Reference is April 2004.
2. FOOTPRINTS4Autism is an outreach program of Dunbarton-Fairport United Church.
3. We certify that this Terms of Reference is the governing document for the operation of this organization.

(Position in the organization)

(Signature)

(Date)

(Position in the organization)

(Signature)

(Date)

(Position in the organization)

(Signature)

(Date)