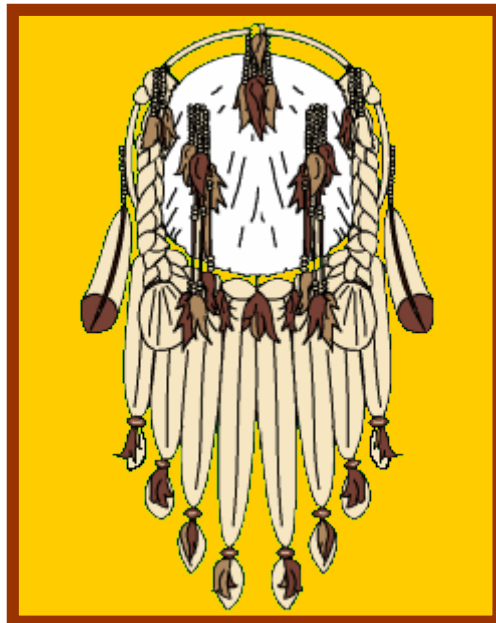


GRANDE PRAIRIE ABORIGINAL CIRCLE OF SERVICES

TERMS OF REFERENCE

OCTOBER 2007



VISION:

Grande Prairie Aboriginal Circle of Services is an inter-agency group that works in partnership to strategically plan, to strengthen the services for Aboriginal people in the city of Grande Prairie and area.

MISSION:

To find solutions that honor and respect Aboriginal people's culture, traditions, heritage, values and beliefs.

GRANDE PRAIRIE ABORIGINAL CIRCLE OF SERVICES TERMS OF REFERENCE

#	ITEM	DETAILS			
1	NAME AND CONTACT INFORMATION	<p>Grande Prairie Aboriginal Circle of Services</p> <p>Keepers of the Stories: Marge Mueller and Dennis Whitford</p> <ul style="list-style-type: none"> ▪ Dennis Whitford: Bag 900-17, 2nd Floor, 9715 – 100th Street, Peace River, Alberta, T8S 1T4, (780) 624-6460 (Toll-Free through the Alberta Government RITE Line: 310-0000). ▪ Marge Mueller: #201, 10104 – 101st Avenue, Grande Prairie, Alberta, T8V 0Y3, (780) 532-9359. 			
2	GENERAL PURPOSE	<p>VISION: Grande Prairie Aboriginal Circle of Services is an inter-agency group that works in partnership to strategically plan, to strengthen the services for Aboriginal people in the city of Grande Prairie and area.</p> <p>MISSION: To find solutions that honor and respect Aboriginal people's culture, traditions, heritage, values and beliefs.</p> <p>Value to members and the Community:</p> <ul style="list-style-type: none"> ▪ An understanding of the Aboriginal Community is brought to the general public. The general public can tap into the Aboriginal community for information, education, assistance, etc. ▪ Grande Prairie Aboriginal Circle of Services is a forum for bringing Aboriginal issues to community agencies. ▪ Aboriginal people have a united voice. ▪ Aboriginal ways of helping are valued and utilized. ▪ Aboriginal community leaders are identified and can be called upon to provide service. ▪ Member agencies can provide better services through networking. ▪ Service providers have support through sharing and networking. ▪ Access to services is improved – more effective and more efficient. ▪ Resources in the community are identified and better utilized. ▪ Member agencies and organizations have opportunities to showcase and share their services and resources. ▪ Grande Prairie Aboriginal Circle of Services affirms that the Aboriginal community has solutions and the capacity to deal with their issues in a way that is culturally appropriate. 			
3	GEOGRAPHIC SCOPE LINKS	<p>Grande Prairie Aboriginal Circle of Services serves the City of Grande Prairie and the surrounding region. Grande Prairie Aboriginal Circle of Services formally recognizes and support the following groups:</p> <ul style="list-style-type: none"> ▪ Peace River Interagency ▪ Northwest Aboriginal Interagency (High Level) ▪ High Prairie Interagency ▪ Grande Prairie Interagency 			
4	MEMBERSHIP & COMPOSITION	<p>FOR SHARING, NETWORKING AND COLLABORATIONS: Membership is open to any individual, agency, organization or group that delivers services to the Aboriginal population or wishes to network with these service providers. It is the aim of the Grande Prairie Aboriginal Circle of Services to be inclusive rather than exclusive. Membership is on an ad-hoc basis.</p> <p>FOR VOTING: Grande Prairie Aboriginal Circle of Services follows a consensus model of decision making. On issues that require voting, the organization will follow the traditional Circle model whereupon each person will have an opportunity to speak to build consensus. When consensus cannot be reached, each member organization gets one vote.</p> <p>To be included in the membership, please call (780) 624-6460 (Toll-Free through the Alberta Government RITE Line: 310-0000).</p> <p>TARGET AUDIENCE:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Elders ▪ Front line workers ▪ Schools ▪ Small agencies ▪ Native Liaison workers ▪ Funders ▪ Friendship Centre ▪ Native Counseling Services of Alberta </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Colleges and educational institutions ▪ City of Grande Prairie ▪ Western Cree Tribal Council ▪ Northwest Aboriginal Interagency ▪ Surrounding communities ▪ Metis Local 1990 ▪ Metis Employment Services </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Surrounding Aboriginal communities ▪ Aboriginal organizations ▪ Community support services ▪ Federal and Provincial government agencies ▪ Industry, businesses ▪ Best Bannock Makers of Alberta </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Elders ▪ Front line workers ▪ Schools ▪ Small agencies ▪ Native Liaison workers ▪ Funders ▪ Friendship Centre ▪ Native Counseling Services of Alberta 	<ul style="list-style-type: none"> ▪ Colleges and educational institutions ▪ City of Grande Prairie ▪ Western Cree Tribal Council ▪ Northwest Aboriginal Interagency ▪ Surrounding communities ▪ Metis Local 1990 ▪ Metis Employment Services 	<ul style="list-style-type: none"> ▪ Surrounding Aboriginal communities ▪ Aboriginal organizations ▪ Community support services ▪ Federal and Provincial government agencies ▪ Industry, businesses ▪ Best Bannock Makers of Alberta
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5	ACTIVITY LEVEL	<p>Participation is voluntary. Members are expected to attend regular meetings for information and networking and to actively participate. Additional projects may require further involvement. Participation in additional activities is at the discretion of the members.</p> <p>Active participation at regular meetings and on committees is strongly desired. Members will provide notice to committee officers if they are unable to attend regular meetings or will send an alternate to attend on their behalf. Participants submitting agenda items are expected to provide documents prior to the meeting. Written submissions are strongly encouraged for those making reports.</p>
6	MEETINGS	<p>Meetings will be held once per month on the fourth Thursday of the month at 10:00 a.m. until noon. Gathering time is from 9:30 a.m. to 10:00 a.m.</p> <p>We will soon have a fixed location for the meetings. Meetings will be held at: [insert address].</p> <p>What happens at the regular meetings?</p> <ul style="list-style-type: none"> ▪ To honour traditional ceremonies, we will physically be in a circle and open our meetings with prayer. ▪ Sharing information. ▪ Looking at the needs of people and looking at working together to find solutions. ▪ Networking. ▪ Offering support to each other. ▪ Forming ad-hoc committees and partnerships to address mutual issues or work on collaborative events, activities and initiatives. ▪ Mentoring. ▪ This is an action-oriented organization. <p>Meeting Format:</p> <p>9:30 a.m: Gathering Time</p> <p>10:00 a.m: Welcome and Opening Prayer Circle of Introductions Agenda Review (Amendments, Additions, Consensus) Minutes (Review and Consensus) Correspondence (Review, Consensus, Action, etc.) Agency Updates / Roundtable Additional Items and New Business</p> <p>12:00 p.m. Wrap-Up, Next Steps, Next Meeting Closing Prayer and Adjournment</p>
7	LEADERSHIP / GOVERNANCE STRUCTURE	<p>Structure will consist of two co-chairs and one administrative support staff person. The organization reserves the right to appoint additional officers as required.</p> <p>Chairperson: Dennis Whitford Term of Office: Until Terms of Reference is finalized and the first election occurs.</p> <ul style="list-style-type: none"> ▪ Two co-chairs will be elected to serve for a term of one year, beginning in April. ▪ There will be one administrative support staff person (provided through Northwest Alberta CFSA). ▪ Fiscal year is April 1st to March 30th. ▪ As the need for handling finances arises, financial officers will be appointed by the organization on an ad hoc basis.
8	WORKING PRINCIPLES	<p>Grande Prairie Aboriginal Circle of Services uses an Aboriginal circle format and follows traditional ways using protocol (rock, stick or feather, etc.).</p> <ul style="list-style-type: none"> ▪ We will practice kindness and respect. ▪ Everybody will hear and be heard. ▪ We need everyone's wisdom for the best possible results. ▪ There are no wrong answers. All ideas are accepted. ▪ Spelling doesn't count.

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9A	RESOURCES – FINANCIAL	<ul style="list-style-type: none"> General financial records will be kept by the administration support staff person. As the need for handling finances arises, financial officers will be appointed by the organization on an ad hoc basis. Gifts for Elders (honorariums, expenses) will be provided through Northwest Child & Family Services Authority. Member organizations are invited to provide financial assistance to the level of their ability.
9B	RESOURCES – HUMAN / OTHER	<p>Member organizations are invited to provide assistance to the level of their ability. Assistance is required for telephone committees, hosting and food preparation, administrative support, gifting for Elders, marketing, web page, etc. Each organization is invited to complete an Agency Profile and to identify resources that they can provide. This information will be kept on file for future reference.</p> <ul style="list-style-type: none"> Michael David, Sturgeon Lake Band, Native Counseling Services: Will provide Elder representation. Dennis Whitford, Northwest Alberta CFSA: Will provide administrative support. Use of the administrative support staff person must go through the Co-chairs for approval. Can also provide meeting space, organizational assistance, gifting for Elders. Dennis Whitford: Bag 900-17, 2nd Floor, 9715 – 100th Street, Peace River, Alberta, T8S 1T4, (780) 624-6460 (Toll-Free through the Alberta Government RITE Line: 310-0000). Bert Auger, Alberta Children's Services: Can provide marketing assistance and help with sending out information, lunch and snacks, meeting space. Native Counseling Services: Can provide snacks and beverages. Grande Prairie Friendship Centre: Can provide snacks and lunches, meeting space. City of Grande Prairie: Can provide meeting space. Grande Prairie Regional College: Can provide meeting space.
10	KEY STRATEGIC DIRECTIONS	<ul style="list-style-type: none"> To share information and network with one another. To explore opportunities for meaningful partnership and collaboration so that synergy may occur. To provide the community with an avenue for communicating with the Aboriginal population of Grande Prairie and region.
11	COMMUNICATION	<ul style="list-style-type: none"> Communication will be by fax, email and / or phone, and will be provided by Northwest Child & Family Services Authority and Native Counseling Services of Alberta through the Co-chairs. Regular communication for Grande Prairie Aboriginal Circle of Services will be provided through the office of the Co-chairs. There may be occasions where the membership will appoint a spokesperson to deal with certain issues. Assistance will also be provided by Alberta Children's Services, through Bert Auger (780) 538-5120 (Toll-Free through the Alberta Government RITE Line: 310-0000). Members are encouraged to volunteer to assist with telephone calls and passing along information (Moccasin Telegraph). It is the responsibility of members to ensure that their contact information is up to date.
12	REVIEW & EVALUATION	<ul style="list-style-type: none"> The Terms of Reference will be reviewed as needed but at least once per year, in April. A report describing committee activities and accomplishments will be provided to the members by the officers in March of each year. The report will be discussed at the March meeting.
13	PROMOTION AND RECOGNITION	<ul style="list-style-type: none"> Information about Grande Prairie Aboriginal Circle of Services will be posted on the community channel. Members are strongly encouraged to promote the organization via word of mouth and personal contacts. Through National Aboriginal Day celebrations, opportunities will be afforded for Grande Prairie Aboriginal Circle of Services to recognize their achievements and honour those who have assisted the organization through their outstanding contributions. The annual report of accomplishments and activities will be provided to member agencies and key community contacts. Throughout the year, special events will be organized to celebrate achievements.
<p>In every community, there is work to be done. In every nation, there are wounds to heal. In every heart, there is the power to do it. Marianne Williamson</p>		