

ADVOCACY COMMITTEE
A STANDING COMMITTEE OF THE ASSOCIATION OF LOCAL PUBLIC HEALTH
AGENCIES
TERMS OF REFERENCE

Preamble:

The alPHa Advocacy Committee replaces the former Public Health Issues and Governance and Administration Standing Committees of the alPHa Board of Directors. It was created to eliminate duplication of advocacy efforts and extend opportunities for participation beyond the alPHa Board of Directors.

Mission Statement

The alPHa Advocacy Committee shall develop and execute advocacy strategies for the implementation of policies and programs that will improve the delivery of public health services in Ontario.

Purpose

There are three main functions of the Advocacy Committee:

1. To discuss new and emerging issues, and to make recommendations on these to the alPHa Board of Directors for the purpose of developing Association positions
2. To develop, monitor and revise advocacy action plans for issues identified under (1) as well as for Resolutions and other Association positions.
3. To review the work of alPHa staff in its advocacy efforts and to determine when work on an issue identified under (1) or (2) may be concluded.

Scope

The Advocacy Committee shall review issues that may impact the delivery of public health services that are brought forward by the membership or alPHa staff throughout the year. Where the Committee determines a need for action, it shall make recommendations for formal motions to the alPHa Board of Directors.

Resolutions

The Advocacy Committee shall:

1. Develop advocacy strategies for the operative clauses of active alPHa Resolutions as endorsed by the membership at previous Annual General Meetings
2. Vet resolutions submitted for endorsement at the upcoming AGM, using the Resolution Submission Guidelines

New Issues

At times, new and emerging issues are identified by or brought to the attention of the alPHa staff. Where a potential need for advocacy is identified, the following steps shall be taken:

1. A Background document shall be developed by alPHa staff in consultation with the interested party.
2. The Advocacy Committee shall review the issue and accept or reject the issue for further action
3. If the issue is rejected for further immediate action, a letter signed by the alPHa Executive Director shall be sent to the interested party summarizing the decision
4. If the issue is accepted, a Background document and a recommendation shall be prepared for discussion at the next meeting of the alPHa Board of Directors meeting
5. The alPHa Board shall discuss the issue and may make a motion on the recommendation. A letter signed by the alPHa Executive Director shall be sent to the interested party summarizing the decision.
6. If the decision of the Board is to proceed with advocacy efforts, alPHa staff shall complete any actions so directed by the Board in consultation with the Advocacy Committee, as per the terms itemized under *Advocacy Action*.

Advocacy Action

The following is the recommended general process to carry through actions regarding carried Resolutions, Board motions or Section motions:

1. A work plan shall be developed in consultation with the sponsoring health unit/organization staff
2. Actions and outcomes under the work plan shall be tracked by alPHa staff on the alPHa Resolutions Tracking Chart (updated as needed, and not less than quarterly) where appropriate.
3. The Advocacy Committee shall monitor and enhance the actions of the alPHa staff by reviewing actions and outcomes and making further recommendations.
4. The Advocacy Committee shall determine when it is appropriate to recommend the conclusion of advocacy actions on an issue.

Membership

The Advocacy Committee should have:

1. representation from all professions within public health.
2. individuals interested in advocacy issues.

The composition of the Advocacy Committee will be

- 2 individuals from the Board of Health Section
- 2 individuals from the Council of Ontario Medical Officers of Health
- 1 individual from each of the seven Affiliate organizations

The regular term of membership shall be the period between the conclusions of the Annual General Meetings of the Association. Limitations to the number of terms may be discussed at a later date.

Chair

It is strongly recommended that the Chair of the Advocacy Committee also be a member of the Association of Local Public Health Agencies Board of Directors.

In addition to the generic responsibilities of a committee chair, The Chair of the Advocacy Committee shall submit a written report of the Committee's activities for each meeting of the alPHa Board of Directors, and for the annual alPHa Business Meeting.

alPHa Staff

alPHa Staff shall serve as the secretariat of the Advocacy Committee. It shall be responsible for meeting agendas and minutes, and shall have primary responsibility for developing written background information for issues to be discussed by the Committee. alPHa staff shall also house and update documents that track progress on advocacy efforts overseen by the Committee.

Review

The present Terms of Reference are subject to periodic revision as needed, and shall be reviewed by the Committee at the first meeting following the alPHa Annual General Meeting each year.