

Community Initiatives Against Family Violence (CIAFV)

Annual Membership Meeting

October 14, 2009



A collaborative, coordinated, community response to family violence

Report written by:
Sacha Aldrich
November 14, 2009

TABLE OF CONTENTS

Annual Membership Meeting Summary.....	3
Networking and Registration.....	3
Introductions	3
CIAFV Highlights.....	3
Project Team Updates.....	4
The Today Centre Update	6
Break Out Discussion: Priorities and Actions	6
Election and Vote to Leadership Team.....	7
Adoption of Working Principles 2009-2010	7
Service Presentation.....	7
Appendix 1	8
Appendix 2	9
Appendix 3	13
Appendix 5	15
Appendix A.....	27
Appendix B.....	30
Appendix C.....	32
Appendix D.....	33
Appendix 6	34

Annual Membership Meeting Summary

On Wednesday, October 14, 2009 the Annual Membership Meeting of the Community Initiatives Against Family Violence (CIAFV) was held at the Barnett House at the Alberta Teachers Association. There were 46 people in attendance.

Networking and Registration

A half hour was allotted prior to the meeting commencing for networking, coffee and continental breakfast.

Introductions

Sacha Aldrich, CIAFV Coordinator, started the meeting at 9:10 am. She welcomed the attendees and thanked them for braving the snowy and treacherous roads. The welcome was followed by a round robin introduction by all the attendees (Appendix 1).

CIAFV Highlights

Heather Morrison and Perri Garvin, co-chairs of the CIAFV Leadership Team discussed the highlights for CIAFV over the last year.

CIAFV has grown over the last year and a half. CIAFV membership is comprised of 88 registered individuals and/or representatives of organizations, systems, and agencies proactively working to reduce the incidents of family violence and bullying in Edmonton and area. CIAFV has 34 registered member agencies but is presently connected with 69 agencies, committees and government departments. Eight female survivors of family violence are members of our Community Advocates Project Team.

CIAFV has held a couple of joint project team meetings, to work collaboratively and reduce duplication. A meeting between the Health and Workplace Project team and Community Advocates Project Team took place in the spring to discuss employers and family violence.

A joint meeting between the Health and Workplace Project Team and the Training and Education Project Team took place in June to discuss Family Violence Prevention Month and collaborating on promoting the month.

In February of this year, CIAFV hosted a Knowledge Sharing Forum, called "Joining Hands, Moving Forward." This event saw 167 service providers from across Alberta. The day focused on sharing information and evidence based practice of family violence treatment services providers. The evaluations were very positive and many connections were made.

In April, the Intimate Partner Linking Protocol committee conducted a half day Service Providers Meet and Greet. The intent of the morning was to educate new service providers on services and update others and to help agency staff to get to know each other. Each agency or department presented for 10 minutes on their services and lunch followed. There were about 65 people in attendance.

The CIAFV meetings this year have centered on family violence issues raised at last year's AMM and participant comments on what would make meetings meaningful for them were heard and

incorporated into the agendas over the last year. It is hoped that CIAFV will continue to be an important forum for the discussion and resolution of issues.

The Leadership Team has also made the journey to find a fiscal agent for CIAFV. Although Tides Initiatives Canada is a future goal for our fiscal agent the timing was not right. DECSA has agreed to become the fiscal agent in the interim.

Project Team Updates

The current Project Teams include: Community Advocates Project Team, Bullying Prevention Project Team, Health and Workplace Project Team and Training and Public Education Project Team. One or two representatives from each Project Team provided an update on the Project Team.

Community Advocates – Lynn and Tracey

History of the Community Advocates Project Team

Partnership between CIAFV and the City of Edmonton ; began in February of 2008

Meet monthly; all participants have been affected by violence at some point in their lives; now have 8 women who attend regularly

Accomplishments

Focus group participants for the Mayors Task Force on Community Safety; Interviewed for the radio show " Inside Story" on Domestic Violence ; 4 hours of Public Speaking training – stage one, provided by Wendy Doughty from Emerging Directions Consulting Ltd.; presentation at the AMM by two community advocates on the accomplishments of the Project Team ; will participate in FV Prevention Month Launch - November 2, 2009 ; will be participating in the Diverse Voices Conference - November 16 and 17, 2009

Goals

To raise awareness of the affects of family violence; to consult on and participate in CIAFV activities; to be part of the "real voice" for family violence prevention in Edmonton

Bullying Prevention Project Team – Kristy Harcourt and Judi Weston

The Project Team meets on the first Monday AM of each month. Current Co-chairs are Kristy Harcourt, Canadian Red Cross and Judi Weston, Edmonton and Area Child and Family Services Region 6. The Team continues to recruit members. Membership has increased during the last year. There are approximately 20 current members with a core group of 5-6 participating regularly. One of the Co-chairs met with Provincial Prevention of Bullying Helpline staff, providing them with links to resources in the Edmonton Region and recruited their membership onto CIAFV's Bullying Prevention Project Team.

There had not been an opportunity for organizations and individuals in the Greater Edmonton region who provide or are connected with bullying prevention, intervention and information-related services to develop a picture of this work as a whole. As a result, the CIAFV Bullying Prevention Project Team organized a forum on March 20, 2009, "Approaches and Solutions to Bullying Behaviour", and is using the information gathered to inform and guide the Team's work over the next 3 years. Approximately 50 people participated in the Forum co-sponsored by CIAFV and

Alberta Children and Youth Services. The full report is posted on the CIAFV website. Evaluation results from participants indicate the Team met its objectives for the Forum.

As a result of the Forum, some information collection and resource development is occurring: An Addressing Bullying Resource Directory is now posted on CIAFV website and will be periodically updated. Have begun to collect DVDs videos, power points, etc. for a lending library. The Team is also adding related website links. Contact Co-chairs to access or contribute.

Also as a result of the Forum, the Team is developing a 3 year Strategic Plan which will be posted on CIAFV website.

Health and Workplace Project Team – Lisa Porrett

Project Team has 12 active members; new membership includes a representative from Alberta Council of Women's Shelters (ACWS); focus has been primarily on health initiatives; work now focused on workplace and family violence issues

Highlights of 2008-2009

April 2, 2009 the Northeast Community Health Centre (NECHC) implemented a Family Violence Protocol with the expertise and support from CIAFV staff.

Screening: Universal screening is being done in the Emergency Department and health clinics (i.e., Seniors Health, Family Health, Mental Health and Addictions Services, Child and Adolescent Health, Women's Health, and Children's Asthma).

Training: Three levels of training were done for 190 staff by CIAFV Protocols Coordinator Susan Patenaude. Front-line professional staff (nurses, social workers, psychologists, respiratory therapists, ortho technicians) have been trained on screening, brief risk assessment, safety planning, and community referrals. R-LINK team has been trained to do risk assessment, safety plans, and community referrals. Administrative and service staff was provided a brief overview of the protocol.

Evaluation: The NECHC is currently in the evaluation phase of the demonstration project. Included in the process is a staff survey. Results should be available by the end of the year.

Documents: The Health and Workplace Project Team worked on revising the Government of Alberta's Family Violence Screening Aid for Health Care Providers. The purpose of the document is to support health care providers in doing universal screening and making community referrals province wide. CIAFV Leadership Team gave input and approval. This is pending Alberta Health Services approvals to move forward.

The Health and Workplace Project Team also worked on a screening aid for health care professionals, which also had input and approval from the CIAFV Leadership Team and this is also pending Alberta Health Services approval before moving forward

Community connections: The protocol is transferable to other health centres. Interest in the NECHC's Family Violence Protocol has been expressed by acute and primary care centres. The NECHC will host and accept the City of Edmonton's Family Violence Proclamation on November 2, 2009.

Domestic Violence In The Workplace: October 2, 2009 the Health and Workplace Project Team participated in the ACWS launch of the "Domestic Violence in the Workplace: Everyone's Business" and gave feedback on the materials

Training and Public Education Project Team – Sue Languedoc

The Training and Education Project Team developed the “Joining Hands, Moving Forward Knowledge Sharing Forum” in February.

The Project team conducted a survey of agencies that would do family violence training to professionals. This information was posted on the website.

The Training and Education Project Team has been exploring options to maintain the “Understanding and Responding to Family Violence” training for agencies that have developed protocols. The Project Team will be offering the training twice a year.

The Project team attended joint meetings to discuss plans for family violence prevention month.

The Project Team is working on a plan to offer family violence training on diverse topics.

The Today Centre Update

The Today Family Violence Help Centre will deliver a comprehensive, multidisciplinary response to family violence. It will offer a safe place for those affected by domestic violence to access timely, short-term services and support. Additionally, The Today Centre will link those affected by domestic violence to medium-term and long-term services and supports in the community that will further support their quality of life.

It is important to note that The Today Centre is part of a coordinated, collaborative community response that includes the Edmonton Police Service, Catholic Social Services, Edmonton John Howard Society, YWCA Edmonton, Aboriginal Consulting Services Association of Alberta, City of Edmonton Targeted Community Services, Alberta Children and Youth Services, and the RCMP. Many existing community based family violence services will be brought together into one centralized locale to offer support to those affected by domestic violence.

The TODAY centre is currently 3-4 weeks from opening its doors to the public. The space is being renovated to accommodate the stakeholders that have agreed to work at the centre. Renovations include security enhancements, furniture for staff and a telephone system. Along with the renovations, the TODAY centre staff are meeting with the community stakeholders to discuss operations.

Break Out Discussion: Priorities and Actions

The attendees were divided into four small groups. Each small group was provided with a list of priority issues from the last AMM. Participants were first asked to identify which of these issues were addressed in the last year. Participants were then asked to any additional priority issues that were not already listed.

Participants then indicated their first, second and third priorities. The top three scores became the top three priorities of each group.

Each group was then asked to take the top three priorities and to develop action items that CIAFV could do to address the priority areas.

The top three priority areas for all groups were:

- Multicultural Issues including non English speaking access
- Legal Justice System

- Tied for third were services for men (victims and offenders) and Services and supports for couples and families planning to stay together.

See Appendix 2 for all responses.

Election and Vote to Leadership Team

There were 3 vacancies on the CIAFV Leadership Team (2 system and 1 community) to fill; two nominations were received (bios attached as Appendix 3). A call for additional nominations was put forward. There were no other nominations. Each agency in attendance had one vote per agency and individual CIAFV members had one vote. Patrick Dillon, Executive Director of the Today Family Violence Help Centre and Linda Lai, Research and Policy Analyst, Alberta Justice were unanimously elected on to the Leadership Team. The Leadership Team membership list is included as Appendix 4.

Adoption of Working Principles 2009-2010

The Working Principles of CIAFV 2009-2010 were approved by the attendees. The Working Principles can be found in Appendix 5

Service Presentation

Ernie Pudwill has been on the Leadership Team for three years. In that time Ernie has been very actively involved in the success of CIAFV and has been instrumental in the development of the new structure. Ernie will be leaving the Leadership Team after the AMM to focus on the communities outside of Edmonton.

Appendix 1

Agency	First Name	Last Name
A Safe Place (Strathcona Shelter Society)	Jeff	Wilks
Aboriginal Consulting Services Association of AB	Sue	Languedoc
Aboriginal Consulting Services Association of AB	Ann	Maksymiw
Alberta Health Services (AADAC)	Teresa	Gariano
Alberta Justice, Criminal Justice Division	Linda	Lai
Alberta Justice, Family Justice Services	Judith	Lake
Alberta Network for Safe and Healthy Children	Susan	Patenaude
Alberta Works - Alberta Employment & Immigration	Vicky	White
Canadian Red Cross Society	Kristy	Harcourt
CIAFV	Sarah	Glenn
CIAFV	Sacha	Aldrich
CIAFV	Shawna	Bissell
City of Edmonton Community Services	Cam	Forstey
City of Edmonton Community Services	Heather	Morrison
City of Edmonton Community Services	Pam	Swinton
Community Advocate Representative	Lynn	
Community Advocate Representative	Tracey	
DECSA	Marie	Woolgar
Edmonton & Area Child & Family Services Region 6	Rhonda	Holloway
Edmonton & Area Child & Family Services Region 6	Judi	Weston
Edmonton & Area Child & Family Services, Region 6	Ernie	Pudwill
Edmonton & Area Child & Family Services, Region 6	Don	Langford
Edmonton & Area Child & Family Services, Region 6	Cathy	Martin
Edmonton Family Violence Treatment Education & Research Centre	Bridget	Montgomery
Edmonton Inner City Children's Project Society	Khatidja	Khalfan
Edmonton Inner City Children's Project Society	Julie	Mouris
Edmonton John Howard Society	Silvana	El-Hayek
Edmonton John Howard Society	Monique	Guerrette
Edmonton John Howard Society	Ann	Howlett
Edmonton John Howard Society	Fion	Lee
Edmonton John Howard Society	Joyce	Mok
Edmonton John Howard Society	Marcela	Olivares
Islamic Family and Social Services Association (IFSSA)	Yasmin	Ali
Kids Kottage	Sandi	James
MacEwan College	Shirley	Piedt
Multicultural Women & Senior Services Assn.	Dr. Murshida	Khan
Multicultural Women & Senior Services Assn.	Sofia	Yaqub
North East Health Centre	Lisa	Porret
Safedmonton	Treena	Schmidt
SAGE	Tanya	Brett
Solicitor General and Public Security	Colleen	Connelly
Solicitor General and Public Security	Chelsea	Currey
The Family Centre	Taryn	McDonald
United Way, Alberta Capital Region	Perri	Garvin
Wings of Providence	Pat	Garrett

Appendix 2

CIAFV Annual Membership Meeting Break Out Discussion: Priorities and Actions

Issue	Priority 1	Priority 2	Priority 3	Total
Multicultural issues including non English speaking access	9	7	11	27
Legal Justice System	9	4	2	15
Men: programs for both victim and offender	7	3	2	12
Services and supports for couples and families trying to stay together	1	8	3	12
Elder services	7	1	3	11
School system, protocols, education	3	2	2	7
Mental health & FV & Addictions	1	4	1	6
Emergency Shelter/After hours, including men & seniors	3	1	1	5
Integrating services		4		4
Services for Children	4			4
Transition in services for clients		1	2	3
Services to children	1	1	1	3
Affordable housing	2		1	3
Community ownership	2			2
Funder education (challenges/needs)	2			2
Young men & women (16-20)	1		1	2
GLBT Community	1		1	2
Addressing Bullying (multi groups)	1			1
Children at risk			1	1
Marriage Prep (25+)			1	1
Bullying (link between FV & bullying)				
High risk youth				
Parental Sibling Abuse				
Logistics for client (moving, wait times for services)				

Groups

Services for Children / Legal Justice System

Impact on children, family violence, custody and access
 How to navigate the court system
 Programs & services options for exchange
 Advocacy
 Effective services
 Research – update best practices
 Integration of justice & community services
 Sharing information, collaboration / actions, shared accountability
 Community Education Program
 How to navigate the courts
 De-mystifying the court process
 For service providers

Issues

Computer systems differ
Community org & agencies can advocate for clients in Family Court
Identify who has knowledge of court processes & who willing to share/teach
Understanding effects of court process on children (Lundy Bancroft)
Connect with Prosecutors / Family court lawyers
Resources
Legal understanding
Family law office
Pam Swinton
Linda Lai – intersection committee
Judith Lake – Family Justice Services

Multicultural Issues

Cultural beliefs
Access to service provider (education to funders)
Interpretation services
Outreach to all
Connections/trust
Building relationships
Multi cultural workshop with local community leaders
Reach out to communities, ask their issues/concerns re: family violence
Cultural workers from those countries
Training specific to individual ethnic community (within provincial framework)
Links to resources (hard copy, agency)
Multi cultural “alliance” (i.e. project team)
Interagency database of long-service resources
“Welcome Wagon” for newcomers (i.e. definition of FV in Canada/laws/rights)
Use existing community leaders to educate with /their own community
Support community based centres to care for their own neighbours
Bringing agencies together to learn what services they provide addressing family violence (multi cultural agencies)
Need to understand the issues better
CIAFV assist agencies in coming together
Randall Lindsay – Diversity Author
Teach – Train the Trainer approach

Integrating Services

Zebra
Today Centre
Intervention teams
Work with community
Collaboration
Intent and purpose
Best practices
Goals
Respect
Keep it simple
Ask clients
Collaborative case work
Ongoing education, variety of types
Let the client develop their plan with guidance
Long term support – “no quick fixes”

Programs for Men (victims and offenders)

Outreach services (raising awareness)

Training – how to identify male victims

Increase training in education programs and within community

Fostering emotional health in men, i.e. start in elementary school

Identify court mandated vs. voluntary participation

Cutting wait times

CIAFV collect information on diversity, multicultural community addressed

Legitimate support groups for custody and access re: male victims

CIAFV to approach educational (i.e. social work) programs/institutions to promote graduates to promote working with men/male issues

CIAFV to provide more ongoing, in depth training

Provide CIAFV agency members opportunity to partner on issue.

Organize empathy/awareness campaign

Offenders

Education on behaviour to community

Supporting men programs makes women programs stronger

Database of services to men

Services for men (non-English)

Cultural issues/roots of violence

Experts in specific cultures (database)

Victims

Resources/education for men as victims

Educating traditional male focused groups on family violence (inclusion)

Men to men

School System

Determine resources

Integrate into curriculum (family violence education)

Use fine arts as medium

Database of resources available

Expert for students (monthly)

Mental Health & Addictions & Family Violence

Understanding Alberta Health Services & AADAC changes

Example confidentiality

Understanding the complexity & overlaps of issues

Mental / addictions / family violence (ex. Misuse of prescription med)

Add to training – Understanding & Responding to Family Violence

High Risk Youth

Education

CIAFV to engage Senior Ministries in dialogue to address gaps in services

Community Solutions to Gang Violence

Good contacts

Partnering opportunity for CIAFV?

Identifying “High Risk Youth”

CIAFV to invite Children’s Advocates to a CIAFV meeting to share.

Emergency Housing / Shelters (including men/women/elder)

CIAFV to make a statement on issue and its impact

CIAFV to meet with Housing and Urban Affairs to educate on the need for priority for victims of Family Violence
CIAFV to investigate available resources for large families
Cooperative Housing – Capital Regional housing.

Appendix 3

Patrick Dillon – Executive Director, The TODAY Family Violence Help Centre

Patrick has been working with and for children and families for over 17 years. He began his career as a Youth Worker in Vancouver, BC and now as the Executive Director, the position he has been in since Sept 2009.

Patrick's educational background is in Recreation and Social Work. He has had the opportunity to experience many fields, including being a fireman for 8 years.

Prior to joining the TODAY Centre in Sept 2009, Patrick was a Family Violence and Bullying Initiatives Coordinator for Child & Family Services Authority (CFSA), a private consultant working for the Ministry of Community Development and the former Ministry of Alberta Family & Social Services. He was also an Executive Director of a Youth Centre in Camrose where he started the Boys and Girls Club and oversaw its growth into a multi-faceted youth facility to include one of the first outreach schools in the province, career services geared for youth and a major partner in the community in dealing with social issues.

In his current role, he works with various agencies that work in a collaborative centre that supports people impacted by family violence. He is very proud of the work that has been done and enjoys working with the many people that are passionate about the issue of family violence and making this issue non-existent.

Linda Lai, Research and Policy Analyst, Alberta Justice, Criminal Justice Division

Linda Lai is a Research and Policy Analyst with Alberta Justice, Criminal Justice Division. She attained her Honours degree in Sociology, and minor in Criminology and Legal Studies at University of Waterloo, and attended Carleton University for Masters of Legal Studies. She has presented at the Carleton Graduate Law Conference on the topic of mail order brides and its implication on international legislation.

Linda's advancement in the area of family violence includes actively participating on numerous family violence committees such as Chief Crown Prosecutor Family Violence subcommittee, Interdepartmental Committee on Family Violence and Bullying (ICFVB) Training Framework subcommittee, ICFVB Victim Resource subcommittee, CIAFV and the Diverse Voices Conference Steering Committee. She is currently the chair for the Diverse Voices Program subcommittee.

Her work as a researcher has led to many projects including assisting Alberta Relationship Threat Assessment and Management Initiative (ARTAMI) develop a communication package, research on human trafficking as well as examining provincial legislation on protection orders. Currently, she is working collaboratively with Government and non-profit stakeholders to develop safety planning resources that will assist professional and front line responders working with victims of family violence and stalking.

Linda is passionate about working in partnership with others to create opportunities for innovative initiatives in the area of family violence. She is eager to share her expertise and work with others in a collaborated approach.

CIAFV LEADERSHIP TEAM MEMBERS CONTACT LIST

05/12/09

Heather Morrison
(Chair / Member)
Edmonton Community Services
11808 St. Albert Trail
P.O. Box 2359
Edmonton AB T5J 2R7
Bus: (780) 944-5457
Cell: (780) 718-7323
Fax: (780) 496-2995
Email: heather.morrison@edmonton.ca

Perri Garvin (Co-Chair/Member)
Coordinator, Labour Programs
United Way of the Alberta Capital Region
15132 Stony Plain Road
Edmonton AB T5P 3Y3
Direct: 780-443-8330
Mobile: 780-905-6984
Fax: 780-990-0203
Email: pgarvin@myunitedway.ca

Patrick Dillon (Member)
Executive Director
The TODAY Family Violence Help Centre
Phone: 780-455-6880
Fax: 780-455-9036
Email: patrick.dillon@thetodaycentre.ca

Pat Garrett (Member)
Wings of Providence
P.O. Box 32141,
Edmonton, AB T6K 4C2
Bus: (780) 426-4985
Fax: (780)424-3625
Email: pgarrett@wingsofprovidence.ca

Ann Howlett
(Fiscal Agent / Standing Member)
Edmonton John Howard Society
#401, 10010 - 105 Street
Edmonton AB T5J 1C4
Bus: (780) 428-7590 Fax: (780) 425-1699
Email: ahowlett@johnhoward.org

Linda Lai (Member)
9833 109 Street, 3rd Flr. Bowker Building
Edmonton, AB T5K 2E8
Bus: (780) 415-2600
Fax: (780) 422-9747
Email: linda.lai@gov.ab.ca

Caroline Madill (Member)
10th floor Brownlee Building,
10365-97 Street,
Edmonton, AB T5J 3W7
Bus: (780) 415-6104
Fax: (780) 427-5916
Email: Caroline.Madill@gov.ab.ca

Darrel Regehr (Member)
Distinctive Employment Counselling Services
of Alberta (DECSA)
11515 – 71 Street
Edmonton, AB T5B 1W1
Bus: (780) 474-2500
Direct: (780) 471-9617
Fax: (780) 471-2990
Email: dregehr@desca.com

Sacha Aldrich (Staff)
CIAFV Coordinator
#401, 10010 - 105 Street
Edmonton AB T5J 1C4
Bus: (780) 966-3553
Fax: (780) 484-7737
Email: saldrich@shaw.ca

Shawna Bissell (Staff)
Protocols Coordinator
#401, 10010 – 105 Street
Edmonton, AB T5J 1C4
Bus: (780) 907-3104
Email: scbissell@shaw.ca

Sarah Glenn (Staff)
Administrative Assistant
#401, 10010 - 105 Street
Edmonton AB T5J 1C4
Bus/Home/Cell: (780) 499-6845
Fax: (780) 665-7466
Email: sarah_ciafv@shaw.ca

Appendix 5

Community Initiatives Against Family Violence

Working Principles 2009-2010



Date: October 2009

Annual Review Date: October 2010

Table of Contents

Preamble.....	3
Vision.....	3
Mission.....	3
Definitions.....	3
Involvement Principles.....	3
Definition of Family Violence.....	4
Definition of Bullying.....	5
CIAFV Framework.....	5
Key Functions.....	5
9.1 Linking Protocols.....	6
9.2 Protocols.....	6
9.3 Professional Development.....	6
9.4 Gap Identification.....	6
9.5 Project Teams.....	6
9.6 Community Awareness.....	7
9.7 Advocacy.....	7
9.8 Information Sharing.....	7
9.9 Trends and Issues.....	7
9.10 Flexibility and Growth.....	7
Structure.....	7
10.1 Membership.....	7
10.2 Leadership Team.....	9
10.3 Staff.....	9
Meetings.....	10
11.1 General CIAFV Meetings.....	10
11.2 Project Team Meetings.....	10
11.3 Leadership Team Meetings.....	11
11.4 Annual Membership Meeting.....	11
Communication.....	12
Decision Making.....	12
Finance.....	13
Code of Conduct.....	14
Working Principles: Review and Revision.....	15
Appendix A: Conflict of Interest Policy.....	16
Appendix B: Terms of Reference for Leadership Team Members.....	18
Appendix C: Fiscal Agent Agreement.....	19
Appendix D: Nomination and Voting Policy.....	20

Preamble

This document is the Working Principles for Community Initiatives Against Family Violence (CIAFV). The following sections set forth the business and operations of CIAFV.

Vision

The city of Edmonton and area has a collaborative, coordinated, community response to family violence and bullying in which families are supported to live free of violence.

Mission

CIAFV is committed to strengthening our community's capacity to take constructive action against family violence and bullying using innovative strategies that will support the creation of a collaborative, coordinated, community response to family violence and bullying.

Definitions

Annual Membership Meeting: Held annually to highlight CIAFV's successes in the Edmonton Community and discuss future direction.

Agency: Not-for-profit organization providing a service.

Fiscal Agent: Responsible for the financial management of CIAFV.

Stakeholders: Individuals, funders, and agency/organizations that have a vested interest in CIAFV, family violence and/or bullying.

Member: See 10.1

Organization: A governmental body or system.

Leadership Team: Provide governance to CIAFV and responsible for human resources.

Project Team: A committee of individuals that have been tasked with a project that will fulfill a function of CIAFV and address a community gap.

Staff: Paid employees of CIAFV who are employed by the fiscal agent. Staff are responsible to the Leadership Team.

Involvement Principles

We believe that collaboration among the agencies/organizations, community, staff and volunteers of the initiative and our stakeholders is essential to attaining our goals. To this end we commit to promote and sustain an environment that is respectful and responsive.

We hold that the success of our initiative depends upon:

- mutual respect of all parties;
- fostering involvement, trust, respect, and open communication;
- informed and involved stakeholders.

- We are committed to provide visionary leadership that is based on best practice research.
- We value the contribution of all participants to the accomplishments of our goals.
- We are financially responsible and accountable.

In order to achieve the above we will:

- Nurture diversity and demonstrate a commitment to collaborative inclusiveness.
- Engage stakeholders early in the process of planning projects and policy development that involves them.
- Consider and respond to input from stakeholders in a timely manner, respecting all perspectives and insights.
- Promote ongoing dialogue by maintaining strong working relationships with our diverse stakeholders.
- Respect and encourage participation by ensuring that our communications and processes are clear and understandable.
- Think creatively and plan wisely using an engagement process and techniques that best fit the goals of the project.
- Develop strategies to achieve identified outcomes.
- Respond to changing needs by renegotiating both strategies and outcomes.
- Coordinate our activities to make the best use of time and effort.
- Evaluate and report on the effectiveness of our efforts.

Definition of Family Violence

Community Initiatives Against Family Violence (CIAFV) uses the terms domestic violence, domestic abuse and family violence interchangeably.

Family violence describes a systematic pattern of abusive behaviours within a relationship that is characterized by intimacy, dependency and/or trust. The abusive behaviours exist within a context where their purpose is to gain power, control and induce fear. Abusive behaviour can take any form including verbal, emotional, physical, sexual, psychological (e.g. destruction of pets and property), spiritual, economic, violation of rights, and exploitation through neglect. (CIAFV October 9, 2001) Abusive relationships are complex. Abuse versus conflict in a relationship can be distinguished by the degree to which sufficient equality exists in order to express disagreement without fear of harm. In an abusive relationship the imbalance of power precludes the right of individuals to safely express disagreement. Conflict in a relationship implies that sufficient equality exists in order to express disagreement without fear of harm.

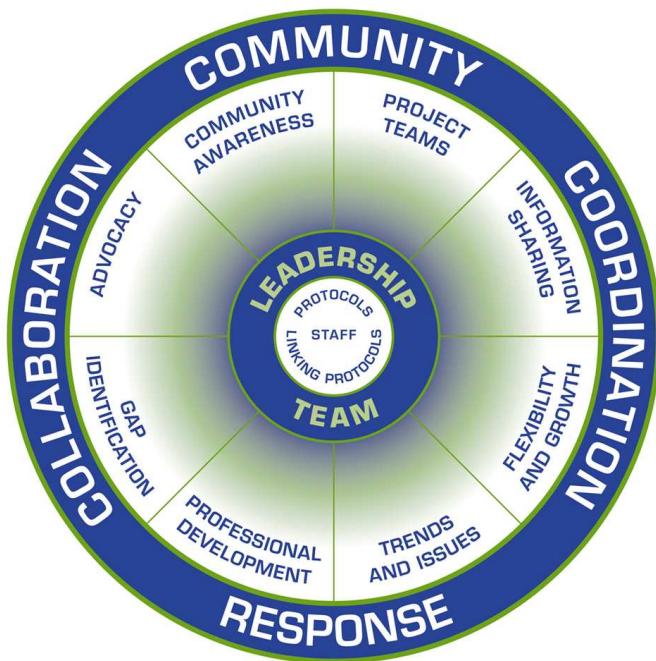
Family violence includes the abuse of the youngest to the most senior members of our society, in relationships including dating, co-habiting, marital, parent-child and care-giving.

Definition of Bullying

Bullying is defined as a conscious, willful, deliberate and repeated hostile activity marked by an imbalance of power, intent to harm, and/or a threat of aggression. When bullying goes from bad to worse, it may lead to a feeling of terror on the part of the person being bullied. Often there are contrasting feelings between the child who bullies and the target as a result of the bullying. The person who bullies may feel excited, powerful, or amused while the target feels afraid, embarrassed, or hurt.

Alberta Children's Services website <http://www.bullyfreealberta.ca/index.htm>

Framework



On the outer circle, the Collaborative, Coordinated Community Response is highlighted. This is the desired outcome when all of the components of CIAFV are in place. ¹

Key Functions

CIAFV is committed to addressing family violence and bullying through several functions and strategies. The key functions are:

Protocols

Internal agency family violence protocols provide guidelines for early identification, assessment and intervention with victims, abusers and their families affected by family violence. When agencies/organizations have clarified the internal roles of staff, trained staff in family violence and appropriate intervention and have developed a protocol with the support of management, agencies/organizations are able to provide appropriate, timely, and safe intervention. This work is completed with the support of CIAFV staff, thus it is in the innermost wheel of the CIAFV framework.

Linking Protocols

Linking protocols are part of a wider community effort to streamline services, identify gaps, minimize duplication of services, and effectively serve the needs of people experiencing family violence. Linking protocols involve relationship-building among agencies/organizations and formalizing the process of interaction. This work is completed with the support of CIAFV staff, thus it is in the innermost wheel of the CIAFV framework.

¹ Adapted from the concept of the Duluth Wheel.

Professional Development

CIAFV understands that consistent staff training to professionals working in family violence is critical to effective response by service providers to clients experiencing family violence and bullying. As new areas of research on family violence and bullying are explored, staff who have been working in the field also need to be kept up to date on the complexity of the issue and appropriate interventions.

Gap Identification

Gap Identification involves identifying, articulating, and responding to areas where clients and their families could be better served or where there are nonexistent services to address particular client needs. CIAFV will identify these gaps and address them proactively. Responses can include but are not limited to the development of Project Teams, through larger CIAFV meetings, Protocol/Linking Protocol Development, Information Sharing and/or Professional Development to address the gap.

Project Teams:

Project Teams are time-limited, task-directed projects that are identified by the CIAFV membership to address a need. Project Teams can address community awareness, professional development, protocol development, gap identification and any other issue that the CIAFV membership agrees is necessary to achieve the goal of a collaborative, coordinated, community response. Project teams will regularly report on their progress at the larger monthly CIAFV meetings and at the AMM.

Community Awareness

Public awareness and education are critical to raising the issues of family violence and bullying and fostering an environment where people feel comfortable disclosing family violence and bullying and receiving disclosures. As most people do not disclose to a professional, CIAFV believes that it is important to educate the community on the issues of family violence and bullying and the resources and services that are available.

Advocacy

CIAFV believes that advocacy (assisting clients to access services or empowering them to make their own decisions) is often necessary when families experience family violence and bullying. The membership will advocate for clients to empower families to keep themselves safe.

Trends and Issues

To stay current, CIAFV will keep itself informed of new trends and issues and will share these with the CIAFV membership. Whenever possible these new trends and issues, if they align with the philosophy of CIAFV and best practice will be discussed and incorporated into the work of member agencies/organizations.

Information Sharing

Information sharing includes the sharing of resources, tools and community news among each other. CIAFV believes that by sharing our information, we are less likely to duplicate initiatives and can learn from one another to build a violence free community in Edmonton. Information sharing can also involve having a better understanding of when it is appropriate to share client information among agencies/organizations and when it will increase safety for families and make the transition from one agency to another smoother for the client.

Flexibility and Growth

CIAFV remains flexible to adapt and change to stay current on trends and issues.

Structure

Membership

Members are individuals and/or representatives of organizations, systems, and agencies pro-actively working to reduce incidents of family violence and bullying and have signed a membership agreement indicating their commitment to the work of CIAFV. Members are expected to attend a minimum of six CIAFV involvements (monthly meeting, CIAFV event or project team) a year.

There are two types of membership:

Agency/Organization Membership – The individual attending CIAFV meetings is representing their agency/organization. Management of the agency/organization signs the membership agreement. It is the agency/organization that is responsible for maintaining representation at meetings and updating the Coordinator of changes in representation.

Community (Individual) Membership – This member is representing themselves rather than the interests of an agency/organization. The individual signs the membership agreement. Community members may also be survivors of family violence and/or bullying who have personally addressed their own issues and wish to contribute to CIAFV.

Members endorse the Vision, Mission, Purpose, Involvement Principles, Code of Conduct, Definition of Family Violence and any other working principles approved by CIAFV. Agencies/organizations that send representatives to CIAFV meetings are also members and endorse the above documents.

Those interested in joining CIAFV would contact the CIAFV Coordinator to set up a meeting and discuss the Working Principles and CIAFV activities. If the agency/organization/individual approves of the Working Principles and the work of CIAFV, they would then sign a membership agreement. The request for membership will be forwarded to the CIAFV Coordinator who will inform the Leadership Team.

CIAFV members can request a letter indicating membership in CIAFV. The letter will be provided to agencies that have regularly participated in CIAFV activities and have followed the Working Principles of CIAFV. CIAFV is unable to provide letters of support to agencies but encourages agencies to contact each other for these letters.

Any member that wishes to withdraw from CIAFV membership will send a letter to the Leadership Team, c/o the CIAFV Coordinator. Membership will have ceased upon receipt of the letter or the withdrawal date indicated in the letter. Individuals who represent their agency/organization will indicate whether a replacement representative will attend CIAFV meetings or if the withdrawal includes the agency/organization.

Membership is renewed annually to coincide with the Annual Membership Meeting. Agencies or individuals who do not renew their membership will cease to be members of CIAFV.

Any member of the initiative is expected to abstain from activities or support of a specific initiative if for any reason it would put them in a conflict of interest. See Conflict of Interest Policy 10.1.7

Appendix A

Leadership Team

The Leadership Team is comprised of the fiscal agent for CIAFV, staff employed by CIAFV and up to 6 additional members. The leadership team should reflect a balance of community agency and system representatives.

Leadership Team Members have a Terms of Reference outlining the role. These Terms of Reference will be reviewed annually in the spring prior to the AMM. Leadership Team members commit to missing a maximum of two meetings a year, See Terms of Reference for Leadership Team Members 10.2.2 Appendix B

The fiscal agent of CIAFV has a Fiscal Agent Agreement which will be reviewed annually in the spring prior to the AMM. See Fiscal Agent Agreement 10.2.2 Appendix C

Members of the Leadership Team are nominated and voted in by the CIAFV members at the Annual Membership Meeting (AMM). As necessary, members may be elected to the Leadership Team at regular monthly meetings, if notice is given to the larger membership in advance. See Nomination and Voting Policy for Leadership Team Members 10.2.4 Appendix D

Membership on the leadership team is on a staggered rotational basis in staggered terms. Leadership Team Members will vacate their position after the AMM.

The Leadership Team, excluding the staff, are responsible for supervision of CIAFV staff and human resource issues within the Human Resource policies of the fiscal agent.

The Leadership Team will seek input from the CIAFV membership on any decisions that affect the membership or function of CIAFV as a whole.

Staff

Staff are employees of Community Initiatives Against Family Violence but are hired by the fiscal agent for CIAFV.

All human resource issues are discussed by the Leadership Team.

Staff have voting authority unless it relates to any human resource issue. Staff will be able to provide input into human resource issues that affect them.

All staff have job descriptions and will be supervised by the Leadership Team. The Leadership Team/CIAFV Coordinator will conduct Annual Performance Evaluations.

Meetings

Monthly CIAFV Meetings

Meetings are held monthly as determined by the membership.

The meeting format will include a leadership team update, membership updates, agency profiles, discussion on the needs of the members and community issues and quarterly guest speakers. Agendas for the meetings are prepared by Staff and reviewed by the Leadership Team with any participating members having the right to put forward items for the agenda prior to the meeting or at the meeting.

Agendas will be distributed one week prior to each meeting. Minutes will be taken by the Administrative Assistant for CIAFV. Minutes will be distributed to the members of CIAFV by the Administrative Assistant within one week of the meeting. Locations will be determined by the General Membership.

Project Team Meetings

All Project Teams will have a Terms of Reference with clear goals, targets and timelines. A chair will be designated by the Project Team. Each Project Team will decide whether one Chair, two Chairs or a Rotational Chair would best serve the needs of the project team. Meetings times and dates are decided by each Project Team.

Agendas are prepared by the Chair(s), with members having the option to put forward items for inclusion. Agendas will be distributed one week prior to each meeting.

The process for taking minutes will be decided by each Project Team using the CIAFV minutes template (can be obtained by the CIAFV Coordinator).

The Chair will be responsible for distributing the minutes within two weeks of the meeting and sending a copy to the CIAFV Coordinator.

Chair/Co-chairs and/or Project Team members are responsible for providing updates and reports on behalf of their Project Team at the general CIAFV meeting.

Leadership Team Meetings

Meetings occur monthly and prior to the monthly CIAFV meeting. Two weeks prior to the meeting, the Administrative Assistant sends out a request for agenda items to the Leadership Team. The agenda is finalized prior to the Leadership Team Meeting

Regular agenda items include Coordinator Reports, Budget, ECCCR Update, CIAFV meeting agenda and other items as selected by the Leadership Team. CIAFV members or Project Teams submit items for Leadership Team discussion through the Administrative Assistant.

The Leadership Team conducts two planning sessions yearly. The purpose of these meetings are to orient new Leadership Team members to their role and to discuss items that due to their complex nature will require additional time outside regular meetings to brainstorm and discuss.

Annual Membership Meeting

This meeting will occur annually. The Leadership Team organizes the AMM and sets the agenda

- The purpose of the meeting is:
- to plan the activities of the next year,
- celebrate the successes of the previous year,
- to have an opportunity to get to know other CIAFV members in a social setting
- A presenter may be invited to speak at the annual membership meeting if there is interest from the CIAFV membership.

Communication

The Leadership Team will be the hub for information sharing for CIAFV.

Each Project Team will have an opportunity to update CIAFV membership at the monthly CIAFV meetings. Updates from Project Teams will be included in the minutes of the general CIAFV meeting.

CIAFV has a website at www.ciafv.com that is maintained by the Administrative Assistant. The website will be updated quarterly.

CIAFV members receive emails on upcoming events and important information for membership.

This information may originate with CIAFV or come from other community sources. The Administrative Assistant will determine if the information is appropriate for distribution. CIAFV emails will include a disclaimer on the bottom of the email, "*This email is intended for informational purposes only. CIAFV does not verify that these opportunities are in line with CIAFV philosophy. As with anything use your own discretion. If you would like to have your name removed from the CIAFV membership email list, please reply to ciafv@shaw.ca.*"

Decision Making

All decisions must be consistent with the mission, vision and purpose of CIAFV. Decisions are made by consensus or by vote. A vote can be cast by a show of hands or secret ballot. Each Agency has one vote. Community Members have one vote. A vote will have passed if it receives approval of 51% of the attendees at a CIAFV meeting. Whether a vote is called will be determined by the Leadership Team. A vote will never be called if the majority in attendance are from the Leadership Team unless it is a special circumstance. Notice of decisions will be sent with the agenda. Anyone who is not able to vote in person can send a representative to vote for them or send an email to the Coordinator indicating their preference.

If a decision needs to be made regarding a change in the Project Team focus or direction, the chair of the Project Team will bring the issue to the Leadership Team, who will then bring the issue to the larger CIAFV membership for a decision.

The general CIAFV membership can provide support and feedback to Project Teams. Project Teams that desire input from the larger CIAFV membership can bring the issue to the Leadership Team who will put the item on the agenda of the next meeting.

If conflict or disagreement occurs, it will be resolved through a sequential process of discussion:

Between the individuals,

- Within the Project Team,
- With the Leadership Team,
- With an outside mediator.

CIAFV believes that decision making should be principally by consensus. Within the consensus decision making model all participants give permission for a decision to proceed even though the decision is not unanimous.

Consensus

To find common ground, we probe the issues until everyone's opinions are understood, especially opposing opinions. We do this because the decision will impact those who will implement or be affected by it, require the commitment of those affected by it, or we have trust and open communication. We close discussions with agreement on how to proceed.

Source: Winer M., Ray K., (1994), Collaboration Handbook - Creating, Sustaining, and Enjoying the Journey

Finance

The fiscal agent for CIAFV and the Leadership Team are responsible for ensuring there is funding for staff positions and the work of CIAFV. The fiscal agent and the CIAFV Coordinator are responsible to submitting proposals to prospective funders.

Project Teams that require funding will inform the Leadership Team of the request in writing, outlining the amount of money requested, what the money will be used for and, how the funding will help the Project Team reach their objective.

The fiscal agent for CIAFV will determine if the expense can be paid within the existing CIAFV budget or whether additional funding will be required.

If additional funding is required, the Project Team with the assistance of the CIAFV Coordinator and/or Protocols Coordinator will develop a proposal that will be sent to funders. Project Teams are encouraged to develop a budget as soon as possible so that activities are not delayed due to lack of funding.

The fiscal agent must review and sign off on any proposals or requests for funds. Any meetings with the funders must include the fiscal agent.

Code of Conduct

The success of this initiative depends on the development of positive respectful relationships both in the community as well as among CIAFV members.

The Code of Conduct was developed to ensure that the work of CIAFV is strengthened in the community and that the behaviours of one or more members (individuals or agencies/organizations of CIAFV does not jeopardize this important work.

Every member of CIAFV and their respective agencies will be made aware of the Code of Conduct when they sign the membership agreement.

Members of CIAFV:

- Will abide by the Working Principles of CIAFV.
- Will be clear when expressing a personal opinion vs. representing the perspective of CIAFV.
- Will treat fellow members with respect.
- Will encourage the equal and open exchange of information at all CIAFV meetings.
- All reports, minutes, training materials, evaluations or other information that is produced by CIAFV will be available to any member of the CIAFV membership at the earliest convenience.
- Agencies/Organizations will identify a representative to sit on CIAFV. If there is a concern about that representative, the procedure outlined below will be followed.

If a situation arises where one or more members have violated the Code of Conduct, the process is as follows:

The CIAFV Leadership Team will address the concern with the member or members who are the subject of the concern. The preferable method would be at a face to face meeting. If this is not possible, a letter will be sent to the person(s). The person(s) will have an opportunity to address the concern and the outcome will be determined at that meeting. Options could include giving the person(s) in question a grace period to see if the issue is resolved or by asking the agency/organization to send another representative.

If the person(s) continue to violate the Code of Conduct, the CIAFV Leadership Team will address the issue with the employer/supervisor of the agency/organization. Recommendations of the Leadership Team will determine the outcome.

If a member has been asked to remove his/herself from membership, the member will not be able to reapply for membership in CIAFV for a period of one year. A letter indicating this will be sent to the individual and his/her respective agency/organization.

Working Principles Review and Revisions:

The Working Principles will be reviewed annually.

The amended Working Principles will take affect after approval at the annual membership meeting.

Appendix A

Conflict of Interest Policy²

Objective:

Effective CIAFV governance depends on deliberate, thoughtful, and fair decision-making by Leadership Team, Project Team and CIAFV members. The ability to make good decisions is sometimes affected by other interests – personal or professional. One cannot eliminate conflicts of interest; they are a regular part of organizational and personal life. The objectives of this policy are to permit CIAFV to manage potential conflicts of interest successfully, when they do occur, in regards to the Leadership Team, Project Teams and CIAFV members.

Definition:

A conflict of interest arises when a person able to influence a decision, whether by official vote or moral and/or intellectual persuasion, is liable to gain:

Some personal advantage from the outcome of the decision in which they are involved, and/or
Some advantage for an organization with which the individual is directly involved.

A conflict of interest also arises when as individual Leadership Team, Project Team or CIAFV member's outside duties, interests or obligations may or do differ fundamentally from his/her obligations as a member of CIAFV.

Assumptions:

No Leadership Team, Project Team or CIAFV member shall use his or her position, or knowledge gained there from, in such a manner that a conflict between the interest of CIAFV or any of its affiliates and his or her interests arises, but is not disclosed.

When functioning as a CIAFV Leadership Team, Project Team or CIAFV member, each person has a duty to place the interest of CIAFV foremost in any dealings with CIAFV and has a continuing responsibility to comply with the requirements of this policy.

Anyone who becomes aware of a potential conflict of interest with respect to any matter coming before the Leadership Team, Project Team or regular CIAFV meeting shall make this potential conflict known immediately to the chair, co-chairs or the people present in any discussion relating to the matter.

Given that CIAFV is an umbrella organization, it may be necessary in certain circumstances for the Chairperson or Co-chairs of the Leadership Team, Project Team or regular CIAFV meeting to

² Adapted from Alberta Council for Global Cooperation

secure the confidentiality of those present in a decision making process which is likely to affect someone or an organization known to those making the decision.

Decisions taken by the Leadership Team, Project Team, or regular CIAFV meeting regarding the management of a conflict of interest, must not only be fair, they must be seen to be fair.

Procedure:

When an actual, perceived or potential conflict is identified by any person, the following action must be taken:

The member affected identifies the actual, perceived or potential conflict;

The member must fully disclose the conflict to the Chairperson or Co-chairs and, where appropriate, to the Leadership Team Chair.

The Chairperson or Co-chairs shall develop an appropriate response, including where necessary, disqualification from voting and discussion and any necessary remedial action. For example, if a vote may have been affected by a previously undeclared conflict of interest, it may be necessary to hold the vote again.

Where a potential conflict of interest is identified, the following options may be considered and combined as appropriate:

- The CIAFV or Project Team member with the conflict should not be involved in any aspect of the decision making process.
- He or she may be present and/or participate in discussions but refrain from voting.
- He or she will absent himself or herself from any discussions in connection with the matter in question.
- He or she may participate in initial discussions and then be asked to leave for further discussions before the vote.
- He or she may vote or be present for the vote, but the vote will be done by confidential ballot.
- He or she may participate fully.

The Leadership Team, CIAFV and/or Project Team members must agree in majority on the option or combination of options to be taken in any conflict of interest situation.

Any Leadership Team, Project Team or CIAFV member may ask for a decision to be taken by secret ballot when dealing with a matter where there is conflict of interest.

The official minutes of the meeting must record the potential conflict of interest and how it was avoided and/or dealt with.

When there is a failure to agree on whether a conflict of interest exists and/or how it is to be managed, the Chairperson (or if the potential conflict of interest involves him or her, the co-chairperson) may seek legal counsel.

Common Sense Provision:

The application of any part of this policy shall rely heavily on the common sense of the group as a whole. Conflict of interest circumstances vary and the judgement and flexibility of the Leadership Team, CIAFV and/or Project Team must be preserved.

Appendix B

Leadership Team Terms of Reference

Revised: July 17, 2009

Purpose:

The Leadership Team of Community Initiatives Against Family Violence and Bullying (CIAFV) acts in a shared leadership role with CIAFV membership. The Leadership Team is comprised of the Fiscal Agent (standing member), CIAFV staff, and up to six elected members from community and governmental agencies.

Representation:

Community Initiatives Against Family Violence and Bullying is a community based collaborative and as such, the Leadership Team includes representation from both non-profit agencies and governmental systems.

Role in Decision Making:

Each year, CIAFV members vote on who will be represented on the Leadership Team. The Team consists of the voice of both systems and community perspectives and are sanctioned by the CIAFV membership to make decisions based on the principle of, "What is the family violence community saying and how can we best move this voice forward?"

Decisions made at the Leadership Team level are always a reflection of the voice of the general CIAFV membership which speak on behalf of the needs of families impacted by family violence. Members of the Leadership Team remove their own organizational priorities when sitting at the table and collectively operate through a respectful process that supports the overall good of the family violence community.

Duties:

- Provide direction and leadership to CIAFV.
- Bring information to Leadership Team meeting about opportunities for CIAFV involvement.
- Attend monthly Leadership Team Meetings (there are no meetings in August).
- Attend monthly general CIAFV meetings (there are no meetings in August, November and April).
- In conjunction with the Fiscal Agent of CIAFV, provide supervision to CIAFV staff and address any human resource issues.
- Identifying potential funders for CIAFV
- Develop agenda for general membership meeting and take turns chairing the meeting.
- Promote CIAFV in the community.
- The Chair and Co-Chair are responsible for chairing the Leadership Team meetings. The Chair, Co-Chair or designate also represents CIAFV on the ECCCR (Edmonton Collaborative, Coordinated, Community Response committee). The ECCCR is the umbrella structure for collaborative initiatives occurring in Edmonton, specifically CIAFV, Domestic Violence Centre and EJHS Victims' Assistance Program (as a part of the domestic violence courts).
- Plan and organize the Annual Membership Meeting held in October every year

Term:

This is a three-year term.

Time Commitment:

CIAFV meeting (2 hours), Leadership Team Meeting (3 hours) + other activities (5 hours) = 10 hours per month + two Planning Days. The Chair, Co-chair or designate attends a two hour ECCCR meeting a minimum of six times per year. Leadership Team members commit to missing a maximum of two meetings a year.

Start Date:

Following the AMM on October 14th, 2009

Appendix C

Memorandum of Agreement Between Community Initiatives Against Family Violence (CIAFV) & Edmonton John Howard Society (acting as fiscal agent)

Revised: July 15, 2008

This agreement outlines the understanding of CIAFV and Edmonton John Howard Society, to act as fiscal agent for CIAFV.

The Fiscal Agent agrees to:

- Develop project budget in consultation with the CIAFV Leadership Team
- Oversee project budget
- Budget reporting to CIAFV Leadership Team on a quarterly basis and annually to CIAFV membership
- Send a Financial Report to funders
- Review, finalize and sign off any proposals
- Responsible for payroll and any other financial related to CIAFV staff – payroll, reimbursement any costs (e.g. travel, phone bills)
- Signing on any new staff
- Attend monthly Leadership Team Meetings (there are no meetings in August).
- Attend monthly general CIAFV meetings (there are no meetings in August, November and April).
- Provide Ethical financial management – will maintain separate accounting of CIAFV revenue and expenditures
- Participate in hiring staff

The CIAFV Leadership Team is responsible for:

- Supervision and evaluation of CIAFV staff within the guidelines outlined within the Human Resource Policies of Edmonton John Howard Society
- Hiring project staff within the guidelines outlined within the Human Resource Policies of Edmonton John Howard Society (Leadership Team)
- Research, identify potential funders and consult with Edmonton John Howard Society to ensure no conflict of interest

Dispute Resolution:

Should disputes arise between the CIAFV and Edmonton John Howard Society, resolution of disputes shall follow the procedures listed below.

- Dispute will initially be discussed at the Leadership Team level
- If the previous avenue does not resolve the conflict, the dispute will go for binding arbitration by an arbitrator agreed to by Edmonton John Howard Society and CIAFV.

Agreement Date: _____

Signature – CIAFV Representative

Signature – Edmonton John Howard Society

Appendix D

CIAFV Leadership Team Nomination and Voting Process

The Leadership Team will review and revise the Leadership Team Member Terms of Reference and Fiscal Agent Agreement in the Spring prior to the Annual Membership Meeting in October and send out a Call for Nominations.

A succession plan has been developed by the leadership team that allows for a staggered rotation of members in and out of the Leadership Team.

Any CIAFV member who is interested in becoming a member of the Leadership Team will indicate their interest by writing a max. 200 word biography outlining their organization, connection to family violence and their membership in CIAFV. This is done so that members are able to have information on the person they are voting for. The biography will be submitted to the CIAFV Coordinator.

If a member of CIAFV chooses to nominate another person, they will receive permission from that person before the nomination is submitted.

Only CIAFV members are eligible to become Leadership Team members.

Two weeks prior to the Annual Membership Meeting, a list of nominees and their bios will be distributed through the CIAFV membership.

At the beginning of the AMM, a last minute call for nominations will be accepted.

Each agency has one vote. At the AMM one representative from each agency will receive a voting card. There will be time during the AMM to discuss the agency vote.

CIAFV agencies will vote by secret ballot.

In the event of a tie, the nominees names will be placed in a hat and the first name drawn will be accepted.

If a position is not filled, the Leadership Team will continue to recruit.

If there is a vacant position on the Leadership Team during the year and someone is interested in filling the position, an email vote of the membership will take place.

The Leadership Team will determine the Chair and Co-chair of the Leadership Team.

Appendix 6

THE EDMONTON JOHN HOWARD SOCIETY					
Financial Statement - April 1, 2008 - March 31, 2009					
Community Initiatives Against Family Violence					
REVENUE					
Children and Youth Services					\$ 85,968.00
Community Partnership Enhancement Fund					\$ 20,000.00
Edmonton Community Foundation					\$ 8,010.00
Donations/Fundraising					\$ 7,810.00
Victims of Crime Fund					\$ 55,000.00
Muttart Foundation					\$ 8,750.00
TOTAL REVENUE					\$ 185,538.00
EXPENSES					
Staff Training					\$ 6,860.58
Recruitment Expenses					\$ 1,900.84
Agency/Community Training/Events					\$ 15,534.50
Resource Materials					\$ 2,252.97
Printing and Forms					\$ 1,404.46
Office Supplies					\$ 1,906.12
Honorariums (Community Advocates)					\$ 727.25
Salaries and Benefits					\$ 106,829.35
Evaluation					\$ 9,624.34
Consulting Fees (ECCCR/Forum)					\$ 9,617.15
Phones/Website					\$ 2,074.16
Mileage and Parking					\$ 4,756.30
Administration (Financial Mgmt/Audit Fees)					\$ 22,050.00
TOTAL EXPENSES					\$ 185,538.02
EXCESS / DEFICIENCY					\$ (0.02)