**York ASD Partnership**

**Working Groups**

**Terms of Reference**

*Establishment of Working Groups*

Development and implementation of goals will be facilitated through working groups consisting of representation of different levels of staff from Partnership Agencies and parents from both the Partnership table and Autism Ontario.

Establishment and disbanding of the working groups is determined by the Partnership Committee.

Each committee and working group will develop a work plan based on goals identified in the Strategic Plan and approved by the Steering Committee. Once the goals of the working group are achieved, there will be a formal review of the groups achievements. As an outcome, the group may be disbanded or reconstituted with a new work plan.

*Membership*

Membership in working groups is voluntary and compensation is not available.

The majority of members of each working group will be representatives of Partnership Agencies. Partner Agencies may have representatives on any or all working groups. Each working group may invite members from other organizations who can bring specialized expertise to the working group.

The Project Manager or Assistant Project Manager will sit on each working group as an Ex Officio member

*Membership Terms*

Members will agree to sit on the working group for a minimum of one year and commit to consistent attendance. Substitute attendance is discouraged due to the impact on the working groups ability to progress through the tasks.

*Decision Making and Conflict Resolution*

By consensus based on Identification and review of best practices that leads to a common framework.

Working groups will make recommendations that will be approved by the Partnership and implemented in collaboration with the Systems Change Working Group.

If the working group is unable to come to consensus around decisions, this will be reviewed by the Steering Committee for recommendations for next steps.

*Leadership Model*

Chair(s): Each working group will have two (2) Co-Chairs. When a group is established, the Co-Chairs will be selected by the Partnership Committee. Co-Chairs will serve a term of two years which can be renewed. Replacement Co-Chairs will be selected by working group members. Working group Co-Chairs will also attend the Partnership Committee meetings which occur every two (2) months.

*Frequency of Meetings*

Monthly or more frequently as needed.

*Minutes/agendas/reporting*

Chairs will ensure that agendas are developed, minutes are taken and distributed to the members and posted to Sharepoint. Chairs will report outcomes of each meeting to the Partnership in the specified format.

*Accountability, Evaluation and Review*

Co-Chairs of each working group are members of the Systems Change Working Group. They will provide updates on the progress of each working group and bring recommendations to the Systems Change Working Group using the specified format. Additionally, it is recommended that each group complete a formal annual review of their progress to date and the alignment of their work plan to the overall Strategic Plan. This review should include a list of potential project and their funding needs to facilitate responses to funding opportunities.

*Reference Documents*

Strategic Plan