

Role and Responsibilities of Committees

Lower North Shore Coalition for Health

The role of the LNSCH is to manager the BCNeF. The LNSCH is also the regional partnership to provide resources for QeF in the region of the LNS. Also, to ensure that the goals of the QeF movement are reached and the activities are carried out as outlined in the work/action plan, in accordance with the philosophy of the QeF.

1. The LNSCH will review and accept the annual action plan and budget based on recommendations from the local action groups and resource persons.
2. The LNSCH will hold six (6) annual meetings to ensure the BCNeF movement is being implemented according to the contribution agreement.
3. The LNSCH will participate in the hiring of Animators and the BCNeF Development Agent.
4. The LNSCH will provide support, guidance and expertise throughout the course of the project to the BCNeF Development Agent.
5. The LNSCH will review and make recommendations concerning all documents (i.e. communications plan, questionnaires, implementation plan for community activities, awareness campaign, etc...).
6. The LNSCH will provide support, guidance and expertise and recommend promotional material for the QeF movement.
7. The LNSCH will ensure the implementation of the communication plan and make recommendations for any changes.
8. The LNSCH will ensure the development and participate in the implementation of the evaluation process.
9. The LNSCH will assess requests for local and regional support from QeF.

Resource Team

The role of the Resource Team is to assist in the planning and development of the action plan of the project, review all documentation and assist with the implementation of the planned activities. Also, to aid the LNSCH in ensuring that the goals of the QeF movement are reached and the activities are carried out as outlined in the work/action plan, in accordance with the philosophy of the QeF.

Responsibilities

1. Provide support, guidance and expertise throughout the course of the project to the BCNeF Development Agent and animators.
2. Attend work sessions/meetings and participate in conference calls as needed.
3. Review and make recommendations concerning all documents (i.e. communications plan, questionnaires, implementation plan for community activities, awareness campaign, etc...).
4. Assist with the implementation and promotion of the Community monthly calendars where deemed necessary, in the five (5) municipalities.
5. Provide support, guidance and expertise and recommend promotional material for the QeF movement.
6. Assist with the implementation of the communication plan and make recommendations for any changes.
7. Assist with the development and participate in the implementation of the evaluation process.
8. Report to the BCNeF Development Agent and/or LNSCH any incidents that have been brought to their attention regarding BCNeF not being implemented correctly.
9. Assess requests for local and regional support from QeF and make recommendations to the LNSCH depending on the specific request and the influence the support will have on the community or municipality. Any support must be in accordance with the QeF mandate.

Local Action Groups Role

The role of the Local Action Group is to assist in the planning and development of their local QeF municipal action plan and assist with the implementation of the planned activities. Also, to aid the LNSCH in ensuring that the goals of the QeF movement are reached and the activities are carried out as outlined in the work/action plan, in accordance with the philosophy of the QeF movement.

Responsibilities

1. Provide support, guidance and expertise throughout the course of the program to the BCNeF Development Agent and animators.
2. Attend work sessions/meetings three times a year. Participate in conference calls as needed.
3. Review and make recommendations concerning all documents (i.e.: communication plan, questionnaires, implementation plan for community activities, awareness campaign, etc...).
4. Assist with the implementation and promotion of the Community monthly calendars where deemed necessary, in the local municipalities.
5. Assist with the implementation of the communication plan in the local municipality and make recommendations for any changes.
6. Assist with the development and participate in the implementation of the evaluation process.
7. Provide feedback to the BCNeF Development Agent and/or LNSCH that will aid in the evaluation of the Animator in their municipality (i.e. is the animator completing tasks, on time for activities, etc...)
8. Report any incidents to the BCNeF Development Agent or the Executive Director of Coasters Association that have been brought to their attention regarding the animator or improper implementation of the QeF movement in the municipality by means of a complaint form.