

**Collaborative Effort on
Children's Environmental Health
in New Brunswick**

Implementation Structure

Strategic Committee

The Strategic Committee is an oversight body of representatives from eight agencies in the collaborative effort. New representatives are appointed by the existing Strategic Committee members and endorsed by participants at the annual meeting. At the annual meeting participants will be provided with an opportunity to suggest representatives for the Strategic Committee for the following year. The Strategic Committee works by consensus.

Representation

- 4 government representatives (Department of Environment, Department of Health and one other provincial department and one federal government department with a mandate related to children's environmental health)
- 5 non-government organizations (including at least 1 health and 1 environmental NGO)

Terms

- The term of office is 2 years.
- A member can serve a maximum of 2 consecutive terms. After serving for four years, a full year must expire before the member would be eligible to serve on the Strategic Committee.

Role of Strategic Committee

- Maintains vision, mission and strategic direction.
- Oversees entire strategy.
- Looks for opportunities and troubleshoots challenges.
- Responsible for fiscal matters.
- Responsible for communications strategy
- Public face of the collaborative effort.
- Strategically liaise with the government of New Brunswick.
- Keeps abreast of what's happening outside the province.
- Responsible to ensure functioning of implementation committee.
- Succession of committee members.
- Responsible for the recognition of new teams and dissolution of teams who have fulfilled their function or come to the end of their service.
- Ensures that the annual province-wide meeting and the annual leadership consultation are held.

Strategic Committee Co-Chairs

One non-government and one government representative serve as the Co-Chairs of the Strategic Committee. This blend ensures that both non-government and government perspectives are

represented in discussions and decisions. Consideration should also be given to the bilingual mandate of the collaborative effort.

Roles and Responsibilities of the Co-Chairs

- Plan and facilitate Strategic Committee meetings.
- Assist in planning and coordinating of annual province-wide meeting and the annual joint strategic meeting.
- Provide support and guidance to the Secretariat.
- Develop budget for the collaborative effort.
- The Co-Chairs will collaborate in fulfilling their responsibilities.
- The Co-Chairs will ensure that the annual report is prepared in a timely fashion.

Co-Chair Eligibility and Terms

- A member may serve as Co-Chair for a 2-year term.
- The terms of the Co-Chairs are staggered.
- Mid way through a Co-Chair's term, the Strategic Committee is responsible for identifying potential candidates to ensure a smooth transition between Chairs at the end of the term.

Advisory Committee

The Advisory Committee is composed of supporters of the collaborative effort. The role of the Advisory Committee is to strategically liaise and speak publicly on behalf of the collaborative effort. Members of the Advisory Committee are appointed to a 3-year term by the Strategic Committee.

Secretariat

The Secretariat is appointed by the Strategic Committee to implement the decisions of the Strategic Committee, as required. The Secretariat is accountable to the Strategic Committee.

Role of the Secretariat

- Organizes strategic committee, implementation network and joint advisory meetings and records the proceedings
- Organizes annual province-wide meeting and the annual leadership consultation.
- Responsible for production of annual progress report.
- Provides report template to implementation network for reports at annual province-wide meeting.
- Helps team leaders organize team meetings
- Provides meeting note template to team leaders and maintains archives of the minutes from team meetings

Implementation Network

The Implementation Network consists of the leaders of each functioning team, as named by their respective teams, and 2 members of the Strategic Committee, as named by the Strategic Committee. The Implementation Network reports to the Strategic Committee and provides minutes to the Secretariat.

Role of Implementation Network

- Coordination between teams to avoid duplication and to identify areas to work together
- Biannual team reports to all stakeholders
- Liaison between strategy and on-the-ground
- Looks for opportunities and troubleshoot challenges
- Support group for team leaders to help keep up momentum

Teams

Teams are established whenever two or more agencies involved in the collaborative effort are interested in working together on one of the goals or objectives identified in the action strategy.

Role of Teams

- Implement goals and objectives as outlined in the action strategy

Role of Team Leaders

- Responsible for ensuring notes are taken at team meetings according to the template provided by the secretariat (action items, topics discussed, participants, decisions, date)
- Responsible for ensuring that the minutes are forwarded to the Secretariat.
- Advise the Strategic Committee if/when a team should be dissolved
- Ensure team meets as needed and is on track

Annual Meetings

Annual Province-wide Meeting: The annual province-wide meeting will be open to all those who are interested in participating with the collaborative effort. It will be organized to provide opportunities to network, advance the strategic action plan and for professional development

Annual Leadership Consultation: The purpose of the annual leadership consultation is to provide a link between the overall leadership and the leaders of each team. During this meeting, participants will identify opportunities and challenges and ensure that the strategic action plan is being implemented in an effective fashion. This meeting will be attended by the members of the Implementation Network and the Strategic Committee.

Advocacy

This is a collaborative effort of various groups and organizations and therefore, cannot speak for the involved agencies. It can, however, provide support to those who wish to play an advocacy role by providing them with information that may assist in their pursuit and/or connect them with groups or organizations working on a similar issue.

Draft Organizational Chart

