**Baby‐Friendly Initiative Ontario (BFI Ontario)**

**Terms of Reference 2016**

**VISION:** All eligible facilities in Ontario receive and maintain the Baby‐Friendly Initiative designation and supporting facilities practice according to Baby‐Friendly Initiative (BFI) practice outcome indicators.

**MISSION:** To protect, promote, and support breastfeeding in the province of Ontario through the adoption, implementation and maintenance of the practice outcome indicators of the Baby‐Friendly Initiative.

**GOALS:**

* To increase the number of hospitals and community health services involved in the implementation of the Baby‐Friendly Initiative.
* To increase the number of BFI designated hospitals and community health services.
* To support Baby‐Friendly Initiative designated hospitals and community health services to maintain their Baby‐Friendly Initiative designation.
* The executive committee of Baby‐Friendly Initiative shall consist of two Co Chairs, one representing Hospitals and one representing Community Health Services, 1 Chair‐Elect, 1 Past‐Chair, Communications, Membership; Treasurer; Political Advocacy; and Chairs of the following standing committees –
* Ontario BFI Assessment Committee
* Ontario Baby‐Friendly Initiative in Community Health Services (ON BFI in CHS)
* Ontario Baby-Friendly Initiative Hospitals Network (ON BFI Hospitals Network)
* All executive members must be members of BFI Ontario in good standing.
* The executive of BFI Ontario shall be elected every two years for a minimum of a 2 year commitment.
* Members shall hold a given position for no more than three consecutive terms.
* Chair‐Elect will be successor to the Chair and the Chair will become Past‐Chair at end of term of office.
* The Chair-Elect from the hospital will move into Chair position on alternate years to the Chair-Elect from the community health services

Duties of executive shall include but are not limited to:

* Create and implement a strategic plan
* Engage in partnerships with health care providers, organizations, consumers, interest groups
* Supervise BFI Ontario goals
* Administer BFI Ontario operations
* An annual general meeting will be held in April of each year.
* Annual elections of executive positions via email ballot/voting will be held one month prior to general meeting executed by the Past Chair. The nomination form will be sent out by the communication member one month prior to the Annual General Meeting and only the positions required will be listed on the form.
* Baby‐Friendly Initiative Ontario will operate under the business year May 1 to April 30. Terms of office will run from May 1 to April 30 with the new executive taking office on May 1.
* General meetings will be held in the months of January, July, and October with an Annual General Meeting to be held in April.
* Terms of reference will be reviewed every 2 years.
* Sub‐committee structure and duties may change to meet the mission of Baby‐Friendly Initiative Ontario.
* The executive committee shall meet 3‐4 times per year with meetings to be held in person, by teleconference, or by other electronic means.
* Standing committees shall meet a minimum of 2 times per year in‐person, by teleconference or by other electronic means.
* The minutes of standing committee meetings will be recorded and a copy sent to Communications for filing and will be made available to executive and membership upon request.
* Displays will be stored at Best Start Health Nexus and distribution arranged through a BFI Ontario executive member.

**Baby‐Friendly Initiative Ontario (BFI Ontario) Executive Roles**

**Co‐Chairs**

* Supervise the operations of the Baby‐Friendly Initiative Ontario.
* Convene and preside over executive meetings, teleconferences etc.
* Develop the agenda for meetings.
* Act as mentor to the Chair‐elects
* Act as primary media contact.
* Represent Baby‐Friendly Initiative Ontario and participate on the Provincial/Territorial BFI Implementation Committee of the Breastfeeding Committee for Canada.
* Liaise with other provincial groups such as OPHA, RNAO, government reps.
* Announce newly designated facilities, arrange for executive representation at celebrations as possible.

**Chair‐Elect**

* In the absence of the Chair(s), performs duties of Chair (s) as delegated and requested by BFI Ontario executive.
* Will assume responsibilities as negotiated by BFI Ontario executive.
* In the absence of a governmental representative for the BFI Ontario will represent BFI Ontario and participate on the Provincial/Territorial BFI Implementation Committee of the Breastfeeding Committee for Canada.

**Past Chair (s)**

* In the absence of the Chair (s) and Chair‐Elect, will perform such duties as delegated and negotiated by the BFI Ontario Executive.
* Receives nominations for election positions and executes voting as needed.

**Communications**

* Records and distributes the minutes of the executive.
* Distributes minutes of the BFI Ontario meetings.
* Facilitates communication between the executive and the members.

**Membership**

* Maintains membership list.

**Treasurer**

* Keeps accurate records of all transactions.
* Prepares an annual financial report.
* Prepares an annual financial statement for tax purposes.
* Manages a bank account that requires two signatures.
* Arranges for the annual audit.
* Manages budget.
* Arranges for support of Accountant as per approval by the executive.

**Political Advocacy**

* Informs membership of advocacy opportunities and responses in partnership with other organizations.
* Assists and mentors membership on advocacy work.
* Develops partnerships and collaborative strategies to promote our role as provincial authority for BFI.

**BFI Ontario Social Media**

* Maintains “members only “section on BFI Ontario website.
* Updates website information as needed.
* Assesses and implements social media strategies.

**BFI Ontario Assessment Committee**

* Committee Chair is the first contact for requests for BFI assessment and will arrange for a ***Certificate of Intent*** to be sent on request.
* Coordinates the BFI assessor participation in the assessment process in conjunction with the BCC.
* Committee Chair is a member of the BCC BFI Assessment Committee and ensures the functions of the committee are carried out.
* BFI Ontario Resource Team‐ BFI Community of Practice facilitated by a team lead who coordinates this team and ensures an up to date inventory of resource people is housed on the “member’s only “ section of the BFI Ontario website.
* Represent Baby‐Friendly Initiative Ontario and participate on the Provincial/Territorial BFI Implementation Committee of the Breastfeeding Committee for Canada.

**ON BFI in Community Health Services**

* Supports community health professionals as they pursue the standards and designation of BFI.
* See Appendix A for Terms of Reference.

**ON BFI Hospital Network**

* Supports hospitals as they pursue the standards and designation of BFI
* See Appendix B for Terms of Reference

**Conflict of Interest**

Every member of the BFI Ontario Executive is honour bound to report actual or perceived conflicts of interest (COI) to the co-chairs before or during the meeting where an issue of COI will or may arise.  Based on the self-report, the BFI Ontario Executive co-chairs will recommend one of the following courses of action:

* Participate fully with the COI declared

OR

* Contribute to the discussion, but refrain from making recommendations and abstain in the decision-making process

**BFI Ontario Executive Team:** May 1, 2015 ‐ April 30, 2016

Co Chairs - Anna Marie Smith‐ Hospital

Tanis Brown‐ Community

Past Chair - Anne Smith

Chair Elect -

Communications - Wendy Lahey

Membership – Anna West

Political Advocacy – Robyn Merkley

Social Media ‐ Karen Nielsen

BFI Ontario Assessment Committee ‐ Marg LaSalle

Treasurer‐ Hiltrud Dawson

Ontario BFI in Community Health Services Committee ‐ Grace Machado, Jenny Vandermeer 2016

Ontario BFI Hospitals Network – Kim Felker

BCC representative – Kathy Venter

**BFI Ontario Structure: See Attachment**