



LET'S GET MOVING SASKATCHEWAN
Physical Literacy Action Group

TERMS OF REFERENCE

PURPOSE

Active Saskatchewan:

The purpose of Active Saskatchewan is to lead, mobilize and build partnerships and networks to take action that inspires and supports people to move more and sit less often.

Physical Literacy Action Group:

The purpose of the Physical Literacy Action Group is to identify and lead action toward identified goals that impact physical literacy in Saskatchewan.

TYPE

Type:

The Physical Literacy Action Group is a working committee of Active Saskatchewan. Members will come prepared to participate fully in identified actions.

Deliverables:

By June 2020, the Physical Literacy Action Group members will attend a Common Vision Summit and will report on the following:

- A completed 3-year action plan
- Completed early action toward at least one initiative
- Identified next steps

MEMBERSHIP

Members:

Members of the Action Group will include individuals and organizations that have an invested interest and/or mandate to increase physical activity in Saskatchewan.

Size:

To balance inclusiveness and efficiency the Action Group will consist of:

- A minimum of 5 members
- A maximum of 10 members
- There will always be an “empty chair” to allow others to join the group
- It is always understood that the people in the room are the right people. Members are encouraged to reach out to networks to ensure a wide range of perspectives and expertise are included, but do not necessarily need to be part of the

committee.

Expectations:

All members are expected to:

- Participate in all meetings.
- Inform the co-chairs or staff liaison if they will miss a meeting.
- Participate in actions between meetings.
- Respond to requests for feedback, input, information, etc. in a timely fashion.
- Attend the Common Vision summit (June 2020).
- Contribute knowledge, expertise, networks, capacity, resources, ideas.
- Serve as champions / ambassadors.
- Attend related events as identified.
- Participate respectfully. Challenge each other with respect.

Term:

Members are asked to participate for 2 years

Members can serve for 3 terms.

Selection:

Action Group members will initially be selected by the Common Vision Leadership Team and Active Saskatchewan.

Future members will be selected by the Leadership Team and the existing Action Group members.

Reimbursement and Compensation:

Members are expected to cover their own travel costs and expenses to attend meetings.

No honorarium for Action Group participation will be provided.

Staff:

An Active Saskatchewan staff member will participate in the Action Group as a voting and contributing member.

RESPONSIBILITIES & ACCOUNTABILITIES

Key Roles:

- To identify and lead action-oriented initiatives toward identified goals
- To bring timely, relevant information to group, link to other initiatives.
- To link Action Group activities to other initiatives when appropriate.
- To identify and/or contribute capacity, resources to implement initiatives.

Accountability:

The Physical Literacy Action Group is a committee of Active Saskatchewan and is supported by the governance (including insurance) of Active Saskatchewan.

The Physical Literacy Action Group communicates directly with the Common Vision Leadership Team and the Active Saskatchewan staff liaison.

The Action Group is accountable to the Common Vision Leadership Group.

Officers:

Co-chairs

Two co-chairs will be selected from among the Action Group membership.

Duties:

- Call and chair meetings
- Develop the meeting agenda with the staff liaison
- Ensure everyone participates
- Communicate with committee members
- Confer with the staff liaison and leadership team on matters related to the committee's work
- Prepare an annual report summarizing the committee's activities and achievements during the year
- Represent and speak on behalf of the committee at when appropriate
- Participate as a member of the Common Vision Leadership Group

MEETINGS

Frequency:

Short term (one year) the Action Group will meet monthly

Long term, the Action Group will meet 5 times per year in a combination of face to face and conference call meetings.

Notice:

Meeting dates will be set by the Action Group a minimum of one-month in advance.

Decision-making:

- All member organizations have an equal voice.
- Decisions are made by consensus
- The Action Group members will abide by the decisions of the group.

Quorum:

At least 50% of the voting members must be present for a vote to take place.

Voting:

Voting will occur by a show of hands.

Notes:

Within 1 week of each meeting, the Active Saskatchewan staff liaison will send meeting notes by email to all Action Group members.

Meeting notes will be shared with other Action Groups on the Common Vision web portal.

RESOURCES & BUDGET

Staff:

A staff liaison to the Action Group will support the committee by:

- Recording and distributing notes
- Supporting co-chairs with meeting logistics
- Providing expertise
- Supporting actions as a participating member of the Action Group if/when appropriate.

Budget:

The Action Group will develop a budget and identify potential funding sources as part of the action planning process.

Logistics:

Active Saskatchewan will cover some costs associated with meeting space, elder honorariums, food etc. as a contributing member of the Action Group.

It is expected that other members will assist with these costs when possible.

REVIEW

The Action Group members and Common Vision Leadership Group will review these terms of reference following the June 2020 Summit and approve any revisions.