
STOP TUBERCULOSIS CANADA HALTE À LA TUBERCULOSE CANADA

TERMS OF REFERENCE

MISSION

The mission of Stop TB Canada (STBC) is to support the Canadian government and Canadian civil society in the goal of eliminating tuberculosis as a public health problem, both globally and in Canada through education, communication, collaboration and advocacy.

GOAL

The goal of STBC is to promote the achievement of specific global and domestic TB targets aligned with the United Nations Millennium Development Goals (MDG), the Global Stop TB Partnership's targets and the Canadian TB Elimination Strategy by:

- enhancing awareness of the Canadian public, civil society, the media and government decision makers;
- providing national leadership in advocacy through strategic partnerships; and
- improving the effectiveness and accountability of Canada's global and domestic investments in TB control.

GENERAL MEMBERSHIP

STBC is a national coalition open to all organisations and individuals with an expressed interest in global or domestic TB control. Members may include representatives from academic institutions, NGO, government departments, professional organisations, corporations, business coalitions, as well as private citizens without an organisational affiliation.

ORGANISATIONAL STRUCTURES

STBC organisational structures are intended to balance the requirements of achieving wide representation in decision making, broadening the participation of individuals and organisations in STBC activities and providing effective leadership and coordination.

Three organisational structures are responsible for planning and implementation: the STBC Coordinating Board, the Executive Committee of the Coordinating Board and STBC Working Groups. Secretariat services for the STBC are provided by the Canadian Lung Association (CLA) through an annual Secretariat Service Contract, in accordance with an MOU between STBC and the CLA (Appendix 1).

THE COORDINATING BOARD

The Coordinating Board is responsible for approving the STBC annual work plan and budget prepared by the Executive Committee of the Board. Board members may at any time raise issues concerning STBC activities, governance and financing for consideration and resolution by the Executive Committee or the Coordinating Board.

The Coordinating Board is also responsible for approving the STBC annual report before it is made publicly available on the STBC website, as well as the annual financial statement.

Coordinating Board members are encouraged to attend an annual Board meeting, convened on alternate years in conjunction with the IUATLD North America Region (NAR) meeting held in Canada, or in conjunction with World TB Day (WTBD). An additional semi-annual meeting of the Board may be held by telephone conference or by electronic means such as net-conferencing.

Any general member of STBC is eligible to sit on the Coordinating Board. Membership on the Board is by application submitted to the Chair, and shall include: name, organisational affiliation if any, email and telephone contact numbers as well as an indication of which STBC activities are of special interest. Coordinating Board members must have paid individual or institutional memberships dues.

To maintain Board membership, members must participate in person or by submission in at least one Board meeting per year.

THE EXECUTIVE COMMITTEE OF THE COORDINATING BOARD

The Executive Committee of the Coordinating Board is responsible for proposing the STBC annual work plan and budget, the implementation of STBC activities, the coordination of STBC Working Groups and the preparation of the STBC annual report.

The Executive Committee is made up of elected officers and an ex-officio Secretariat representative nominated by the CLA. Organisations key to the work of STBC will be asked to name representatives to participate in meetings of the Executive Committee.

ELECTION OF THE EXECUTIVE COMMITTEE

Members of the Executive Committee are elected by the full membership, with the exception of the Past Chair, the Secretariat representative and the organisational representatives. The Chair must have previously served on the Executive Committee, normally as Vice Chair, or have been an active member of the Coordinating Board for a minimum of nine months. Election to the

position of Vice Chair is neither a pre-condition nor a guarantee of election to the position of Chair.

Elected members will normally serve for a period of two years before a new election. The terms of the Chair and Vice Chair should not normally exceed two years. No more than three of the five elected positions should be up for election in any one year. Elections will take place in September of each year to avoid changes to the Executive Committee during the most active period of the organisation. If elected positions are unexpectedly vacated or unfilled, the Executive Committee may name a person to serve temporarily as “acting” until the post is filled. Election procedures must be approved by the Coordinating Board and any changes will be made at the last meeting of the Board before the summer.

MEETINGS OF THE EXECUTIVE COMMITTEE

The Executive Committee will normally meet monthly by teleconference. Executive Committee members unable to attend a meeting must advise the Chair. Minutes of the meeting will be made available by circulation or on the intranet of the STBC website when approved at the next meeting of the Executive Committee.

Decisions of the Executive Committee are by consensus. As facilitator, the Chair should insure that decision-making is inclusive, participatory, cooperative, egalitarian and solution-oriented. When agreement is not unanimous, achieving consensus is left to the judgment of the Chair, who may suggest wider consultation or an alternative decision-making process.

ELECTED AND EX-OFFICIO MEMBERS OF THE EXECUTIVE COMMITTEE

Chair: The Chair represents the STBC in all official functions and communications including liaising with the WHO Stop TB Department and the Global Stop TB Partnership. The Chair will be responsible for calling meetings of the Executive Committee, proposing the agenda and recording decisions taken. Functions of the Chair may be delegated to the Vice Chair or Past Chair. The Executive Committee Chair is also the Chair of the Coordinating Board and will preside over Board meetings.

Vice Chair: The Vice Chair may substitute for the Chair and is responsible for membership and other tasks that may be delegated by the Chair. The Vice Chair will be the acting Chair when the latter is unavailable.

Past Chair: The retention of the Past Chair as part of the Executive Committee is to ensure continuity in the STBC Executive Committee and assist the Chair and Vice Chair. The Past Chair may be delegated specific responsibilities of the Chair or Vice Chair.

Advocacy Director: The Advocacy Director is Chair of the Advocacy Working Group (WG). This WG has primary responsibility for advising the Executive Committee on advocacy strategies directed at the general public, the media and decision-makers. The WG will seek membership from Results Canada, the CLA and the Canadian Society of International Health and is responsible for ensuring the coordination of advocacy activities between STBC, Results Canada and other advocacy organisations for global health.

Communications Director: The Communications Director is responsible for coordinating the STBC e-News and Newsletters, the STBC website content and other print or electronic materials as needed, and is also responsible for ensuring communication between the Executive Committee, the Board and the general membership.

Secretariat Services Coordinator (ex-officio): Secretariat services will be coordinated by a CLA employee or member designated by the CLA to act as the official liaison between STBC and CLA regarding the provision of secretariat services to STBC by the CLA in the following areas: conference and meeting support; office and administration support; finance and accounting; maintenance of the STBC membership list and mailing lists; maintenance of STBC website and electronic distribution of newsletters.

ORGANISATIONAL REPRESENTATIVES PARTICIPATING IN EXECUTIVE COMMITTEE MEETINGS

To ensure close coordination with organisations that share the mission of STBC, the following representatives will be invited to participate in person or by delegation in meetings of the Executive Committee. Representatives are nominated by their organisation or member organisations and are responsible for informing their organisation and member organisations of STBC activities. An organisational representative may also be an elected member of the Executive Board.

Canadian Lung Association Representative: The CLA representative will keep the Executive Committee informed on the relevant activities of the CLA National Office including International Projects, Communications and Government Affairs and the Canadian Lung Health Framework.

Results Canada Representative: The National Coordinator of Results Canada or designate.

Aboriginal Representative(s): An officer or advisor to the Assembly of First Nations (AFN) and Inuit Tapiriit Kahatami (ITK), the national Inuit organisation.

Canadian Society of International Health Representative: A staff member of the CSIH involved with CSIH overseas TB and/or HIV projects.

NGO Representatives: Senior officers of Canadian NGO involved in funding or implementing TB projects or TB research outside Canada.

Association of Medical Microbiology and Infectious Disease Canada Representative: A member in good standing of the AMMI Canada able to liaise with the AMMI Council.

Public Health Agency of Canada Representative: The Manager of the Tuberculosis Prevention and Control Section or designate.

Health Canada Representative: A program officer from the Primary Health Care and Public Health Directorate of the First Nation and Inuit Health Branch.

Student Representative(s): Representative(s) of one or several student organisations whose missions overlaps with STBC are strongly encouraged to participate in meetings of the Committee. Representatives from medical schools (e.g., the Canadian Federation of Medical

Students) and student organisations concerned with global health (e.g., Student University Network for Social and International Health) or international development (e.g., University chapters of Engineers without Borders) are welcome.

WORKING GROUPS

Currently the only permanent Working Group (WG) is the Advocacy WG.

Other WG may be established by the Executive Committee for specific mandates and dissolved when the work is accomplished. To increase the participation of the general membership in STBC activities, efforts will be made to recruit WG Chairs and members from the general membership. WG Chairs are responsible for reporting to the Executive Committee.

OPERATING PROCEDURES

The Coordinating Board will meet at least once every year to approve the Annual Report and the next Annual Work Plan and budget. Recording and reporting of the Coordinating Board meetings will be determined at the time of the meeting according to who is attending from the Executive Committee of the Board.

The Executive Committee will meet monthly by teleconference. The Chair will determine the meeting dates in coordination with Committee members. A draft agenda and draft minutes of the preceding meeting will be sent out by the Chair prior to each meeting. The Chair will be responsible for minutes though this task may be delegated. The process for strategic planning and annual work plan development will be decided annually by the Executive Committee.

Working Groups (WG) may hold meetings or conduct conference calls on a regular basis to address specific issues as needed. Under the leadership of its Chair, each WG will draft an annual or time-limited work plan with clearly defined objectives, activities, deliverables and outcomes, and a supporting budget.

Appendix 1:

Memorandum of understanding between Stop TB Canada / Halte à la tuberculose Canada (STBC/HTBC) and the Canadian Lung Association / L'Association pulmonaire du Canada (CLA/APC) regarding the provision of Secretariat services by CLA to STBC

Signed in January 2007 by Ms. Nora Sobolov, President and CEO of the CLA, and by Dr Anne Fanning, Chairman of the STBC Board.

Note:

The above Terms of Reference (TOR) were approved at a meeting of the Executive Committee of the STBC Coordinating Board held on June 25, 2008. These TOR do not constitute a legal document and are drawn up to ensure due care in STBC proceedings. The TOR are subject to review and amendment.