



Children and Youth Planning Table Data, Research & Evaluation Team

Terms of Reference

1. Children and Youth Planning Table Vision

Happy, healthy children and youth – today and tomorrow.

2. Children and Youth Planning Table Mission

To collectively mobilize as one system for children and youth in Waterloo Region that relentlessly strives to maximize wellbeing throughout generations.

3. Six Shared Goals of the Children and Youth Planning Table

Children and Youth in Waterloo Region...

1. Feel valued, heard and included
2. Are safe and supported by caring adults
3. Are physically healthy
4. Are emotionally healthy
5. Are lifelong learners
6. Can see a positive future for themselves

4. Objectives of the Data, Research and Evaluation Team

This Team will focus on data, research and evaluation strategies that promote the work of the Children and Youth Planning Table.

As a backbone groupⁱ of the Children and Youth Planning Table, Team members will:

- i. Actively participate in the Children and Youth Planning Table, and be knowledgeable of the work at hand, to further the impact of the Table in achieving its goals/outcomes.
- ii. Work with Children and Youth Planning Table staff to advance shared

measurement work.

- iii. Share research and evidence to further collective understanding of the wellbeing of children and youth in Waterloo Region.
- iv. Look for partnering/collaboration opportunities regarding data, research and/or evaluation that advances efforts for system-wide child and youth wellbeing work.
- v. Collectively ensure the Children and Youth Planning Table is using the most current and relevant data to understand the state of child and youth wellbeing across the 6 Shared Goals (as reported in the Child and Youth Wellbeing Dashboard, and any print resources).
- vi. Advocate for and use data-informed practices to help support action planning and decision-making within the Table.
- vii. Advise on, and support, evaluation activities to understand the functioning and impact of the Table (e.g., Table feedback surveys, annual Voting Member survey, Developmental Evaluation activities, etc.).
- viii. Act as a resource for the Children and Youth Planning Table members related to data, research and evaluation regarding child and youth wellbeing.

5. Membership

Membership on the Data, Research and Evaluation is comprised of staff from participating organizations of the Children and Youth Planning Table with expertise in data, research and/or evaluation.

6. Roles and Responsibilities

6.1 Team members are expected to:

- i. Demonstrate commitment to the Team through:
 - a. Attending Team meetings regularly.
 - b. Being prepared for Team meetings (e.g. reading required documents etc.).

- c. Completing agreed upon tasks.
- d. Ensuring that they are caught up on the work of the Team, and seek out any clarification, when not able to attend a Team the meeting.
- ii. Contribute data, research and/or evaluation expertise at Team meetings (and in other Children and Youth Planning Table gatherings as requested).
- iii. Bring forward discussion items related to child and youth wellbeing data, research and evaluation, and when applicable, bring back input from Team members to their organization/committee.
- iv. Serve on task groups as appropriate.
- v. Ideally attending full member Children and Youth Planning Table meetings as possible.

6.2

In the event that a Team member can no longer fulfil their commitment to the Team on an ongoing basis, s/he will attempt to arrange for a replacement with data, research and/or evaluation expertise within their organization, and inform the Chair accordingly.

6.3

If a Team member continuously misses meetings, the Chair will discuss the possibility of replacing the member within the member's organization as applicable.

7. Role of the Chair/Co-Chair

7.1

The roles and responsibilities of the Chair/Co-Chair shall include:

- i. Chair/lead all Team meetings.
- ii. Facilitate discussions ensuring all Team members have the opportunity to participate.
- iii. Work with the Children and Youth Planning Table staff to draft the meeting agendas and plan for each Team meeting.
- iv. Review the meeting notes prior to their distribution to the Team members.

- v. Act as a spokesperson regarding the activities of the Team.
- vi. Following-up with members who are not attending (as outlined above).
- vii. Establishing task groups as may be required.
- viii. Ensuring that the decisions of the Team are carried out.
- ix. Reporting into the Steering Committee on the work of the Team (as requested).

7.2

Any active member of the Team can put their name forward for the role of Chair. If multiple Team members have interest in the role, a Co-Chair model can be utilized. Co-Chairs have the opportunity to determine how to best share the role (with input from the Team as they see fit). Chair positions will be approved by the Children and Youth Planning Table Steering Committee, and those interested in the role will be asked to make a two year commitment.

8. Decision-Making Procedures

Team members will strive to make on-going decisions through consensus (arrived at via conversation and discussion). In the event that that the Data, Research and Evaluation Team is required to make a formal decision, the Team will consider a decision made when the clear majority (75% or more) of all Team members (not just those in attendance) indicate they are in favour of, or can live with, a decision.

Decisions made by the Team are recommendations that will be forwarded to the Steering Committee and/or Voting Members and/or Working Groups and/or Nested Groups accordingly.

ⁱ **Backbone groups** are subgroups of the Children and Youth Planning Table that function in perpetuity to support the advancement of the vision, mission and 6 Shared Goals of the broader Table. Their focus is to generate resources and/or knowledge to ensure those working collectively to advance child and youth wellbeing have access to consistent, fulsome, system-level information.