
TERMS OF REFERENCE

FRENCH LANGUAGE SERVICES (FLS) COMMITTEE

Proposed: April 2021

PURPOSE:

The French Language Services Committee shall provide guidance and support to the Executive Director, through the French Language Coordinator, with respect to French Language Services (FLS).

COMPOSITION OF COMMITTEE:

The Committee shall comprise up to 6 members, 3 of whom shall be Members of the Board of Directors of HCLC/CJCH and 3 of whom may be community members representing the Hamilton Francophone community.

The community members shall be appointed by the Board members on the FLS Committee, renewable yearly for a one year term to a maximum of 5 years.

A quorum shall be at least 2 members, regardless if they are members of the Board of Directors of HCLC/CJCH or community members.

ROLES AND RESPONSIBILITIES:

- To keep abreast of legal issues of concern to the Hamilton Francophone community.
- To work with the FLS team to ensure provision of appropriate French Language Services in Hamilton.
- To support the Clinic's efforts to become an integral part of the Hamilton Francophone community.
- To keep the best interests of the Hamilton Francophone community paramount in their discussions and decisions.
- The FLS Committee members who are Members of the Board of Directors of HCLC/CJCH shall select the community members who represent the Hamilton Francophone community.

Each committee member agrees to participate effectively in the committee meetings.

Effective participation in the committee means reading in advance any materials related to the meetings and attending the meetings in-person or by video conference.

All members must confirm their attendance or not to the meeting at least 48 hours before the said meeting is held.

Any absence from a committee meeting must be justified.

If a member misses three consecutive meetings without notifying the chair or 50% of committee meetings in a year without justification, they shall be deemed to no longer be a member of the committee.

ACCOUNTABILITY AND REPORTING:

The French Language Services Committee is accountable to the HCLC/CJCH Board of Directors.

The French Language Services Committee shall report to the HCLC/CJCH Board of Directors at the Board meeting following the FLS Committee.

Minutes of meetings will be kept and circulated to the HCLC/CJCH Board of Directors and filed with Board minutes.

STAFF ROLE:

The Board members are equal partners with the community members of the Committee in discussions, resources, support and decisions on all community issues and services.

The Executive Director shall designate the FLS Coordinator as the lead staff support to the Committee.

MEETINGS:

The FLS Committee shall meet at least quarterly. The meeting schedule shall be set in consultations with the Chair of the FLS Committee and the FLS Coordinator.

When possible, the meetings shall be conducted in French.

TIMELINE:

The FLS Committee is a standing Committee of the HCLC/CJCH Board and shall be constituted at the first meeting following the Annual General Meeting.