

**ALBERTA CAPCHP COALITION BOARD**  
**Terms of Reference**  
**Updated March 16, 2026**

**MISSION:**

The Alberta Coalition Network is a collection of CAPCHP projects committed to collective actions and effective partnerships to ensure healthy outcomes for babies, children and their families

**VISION**

Healthy babies, children and families in supportive communities

**BELIEF STATEMENT:**

All children and their families deserve the opportunity to achieve and maintain the best level of all aspects of health and well-being. The health and well-being of children and their families is determined by many factors. Successful prevention initiatives and continuing commitment to improving the lives of our children and their families requires a comprehensive integrated and united community response.

**PURPOSE:**

- To create a forum for knowledge dissemination, information sharing and the exchange of resources among Alberta CAPCHP projects.
- To facilitate knowledge dissemination, information sharing, including best and promising practices, and exchange of resources.
- To explore strategic opportunities for collaboration and partnering.
- To provide an avenue for collective action related to emerging issues or areas of common concern.
- To provide PHAC with project level perspectives on activities or issues that involve CAPCHP projects across Alberta.

**MEMBERSHIP & COMPOSITION:**

- All Alberta CAPCHP projects funded by PHAC are Coalition members and are eligible to be members of the Coalition board and/or committees.
- Minimum of 6 and maximum of 9 CAPCHP representatives from across the province will be elected or appointed to the Coalition Board by their peers. These people, exclusive of bankers and/or PHAC representatives, will have voting rights.
- The Coalition Board includes a non-voting representative from the agencies holding funds for the Coalition Board at board meetings and coalition activities.
- One representative from PHAC will be supported to participate in the Coalition Board in a non-voting capacity.
- The Past Chair(s) will continue as a board member for the following year when available to support transition
- In the event one agency has two representatives on the board during a transition period (an incoming member and the past-chair) voting rights are reserved to the incoming board member. In the absence of the incoming member, the past-chair will have voting rights.
- Co-chair(s) or designate of the Coalition Board, representing CAPCHP projects will participate on the National Leads of CAPCHP meetings when active.
- The Coalition Board may form ad hoc committees as needed.

- Prior to the AGM, if there are vacancies, a call will go out for new members. If vacancy occurs mid-year and the vacancy puts the coalition board below 6, the position should be filled as soon as possible. All interested applicants must submit interest in writing to the Board. Board members will then vote on new membership, considering geography, representation, skills, etc.

#### **FREQUENCY OF MEETINGS:**

- The Coalition Board will meet a minimum of 6 times per year.
- Meetings will occur virtually with semi-annual face-to-face meetings as necessary and feasible.

#### **RESPONSIBILITIES:**

- To ensure communication between the Coalition Board and its committees, all committees will have a minimum of one (1) Coalition Board representative who will serve as the Chair of the committee.
- All Coalition Board members are expected to serve on a minimum of one coalition committee.
- Members will serve as liaisons between the Coalition Board and provincial projects.
- Members will be required to attend a minimum of 75% of scheduled meetings per year.
- If a member does not attend 3 consecutive meetings without communication, a motion will be passed removing them from the Board.
- If non-voting members are unable to attend a meeting, they may send an alternate.
- Members who are unable to complete a term will make the Board aware of the need for a replacement.
- Coalition Board members who serve on a committee will give updates as necessary at regular Coalition Board meetings.

#### **TERM:**

- Coalition Board members will serve a 3 year term, renewable with Board consultation and consensus.
- The position of Co-Chair and Vice-Chair will be for a 3 year term, renewable with Board consultation and consensus.
- For the sake of continuity of information and leadership, the Vice-Chair will replace the Chair.
- When serving as Co-Chair, every effort will be made to stagger Co-Chair terms to ensure continuity and overlap.

#### **ROLE OF THE CO-CHAIRS:**

- Call and chair meetings and set agenda in collaboration with the Coordinator.
- Represent the Coalition Board at key events or select an alternate.
- Receive and/or provide communications on behalf of the Coalition Board.
- The Co-Chairs will vote only to break a tie and with one vote collectively.
- The Co-Chairs are ineligible to make motions.

#### **QUORUM:**

- Majority includes half of the board voting membership plus one.
- Quorum of the Coalition Board will be a simple majority of the voting board membership where a mix of provincial projects and geography are represented.

**DECISION MAKING:**

- A simple majority of board members present will be needed for decisions to be passed.
- In the event of a tie, the Co-Chairs will cast the deciding vote.