



Ability First Coalition Terms of Reference

(Revised July 30, 2015)

Ability First Coalition Mandate:

Business professionals, motivating and supporting employers to hire and retain persons with disabilities.

Composition:

The Ability First Coalition (AFC) is comprised of a minimum of 7 and maximum of 15 volunteer members; terms of which are outlined below.

Positions:

The Coalition will consist of a minimum 7 and maximum 15 members who are professionals from various sectors of the business community. There shall be no more than two members from like business sectors. From the AFC members, an Executive Committee will be struck with the following positions:

- Co – Chairs (x2)
- Past Chair
- Treasurer
- Secretary

Responsibilities:

Co - Chairs

- sets agenda for meetings
- chairs meetings
- ensures meeting content is applicable to the mandate of the AFC
- ensures follow-up on action items
- monitors and corrects Member behaviour as required
- approves AFC external communications
- acts as official spokesperson for AFC
- approves draft minutes for distribution
- chair Recruitment Sub-Committee
- receives and reviews applications for membership and presents to Coalition
- receives and reviews complaints and presents to Coalition (e.g. conduct of members, general concerns regarding activities of the AFC)

Past Chair

- advisor to Co-Chairs
- assumes role of Co-Chair as required in their absence
- provides orientation to new members

Treasurer

- conducts all financial transactions on behalf of AFC
- maintains bookkeeping
- generates monthly financial statement

Secretary

- compiles and sends out meeting agendas
- schedules meeting times and locations
- takes meeting minutes
- provides minutes to Executive Committee for review and distribution

Partners In Employment (PIE) representative

- acts as a liaison and communication conduit between PIE and AFC

Coalition Member

- attends and actively participates in meetings and external activities
- takes on and follows through on tasks to support implementation of annual work plan

Appointment:

- an application for membership to the Coalition shall be available on the AFC website
- applications shall be submitted to the Co-Chairs
- as vacancies occur, applications shall be reviewed by the Co-Chairs and presented to the Coalition
- applicants shall be required to attend a meeting of the Coalition for introduction
- acceptance of an application shall be by majority vote of the Coalition
- accepted applicants must sign the Coalition Member Declaration
- the above process shall be followed for vacancies amongst the Executive; save for the attendance at a Coalition meeting for introduction

Membership Criteria:

- employer within the City of London, Middlesex County, Oxford County and Elgin County, excluding social service agencies
- acknowledges and understands the business case of employing persons with disabilities
- actively pursues opportunities to hire persons with disabilities

Responsibilities:

- stays abreast of the activities of the AFC
- actively participates in the activities of the AFC
- advocates on behalf of the AFC and promotes the employment of persons with disabilities
- networks with other Coalition Members and offers support to members and prospective employers of persons with disabilities

Term:

Ability First Coalition members shall serve a two year term up to a maximum of three consecutive terms. All successive terms will be at the discretion and majority vote of the full Coalition. Members may be removed if their behaviour is deemed to be non-compliant with the Code of Conduct. Additionally, members may be removed if having missed three consecutive meetings of the Coalition or 50% of the total annual meetings.

Coalition Meetings:

Meetings shall be held monthly and more frequently as required. Quorum requires fifty-one percent of the filled seats of the Coalition, including a minimum two Executive Members. If quorum is not met, items will be viewed as discussion only and raised at a subsequent meeting. Quorum shall be noted in the meeting minutes and whether votes have passed.

Sub-Committees:

Sub-committees of the Coalition may be formed as required. Sub-committees may include members of the community at large, but must include at least one member of the Coalition.

Code of Conduct:

This Code of Conduct applies to all Coalition members, volunteers (including members of Advisory and Special Committees), and individuals contracted by the Coalition on a "purchase for service" agreement. It is expected that all such individuals will:

- Represent the best interests of the members and the organization of Ability First and not participate in any activity that negatively impacts the reputation of the Coalition
- Interact with one another and members of the public in a professional, courteous, civil, dignified, respectful, fair and equitable manner.
- Respect confidentiality of information received in the course of Coalition meetings and activities
- Declare potential conflict of interest and refrain from discussion and voting when applicable
- Give recognition to others who contribute to the success of the organization and its activities
- Not speak on behalf of the Coalition unless designated by a Co-Chair or the Executive Committee
- Adopt clear, documented processes and equal access to information for all members
- Ensure there are competitive opportunities when services of contractors or employment opportunities arise
- Prepare for and participate in Coalition meetings and keep informed about developments and issues relevant to Coalition activities

Failure to abide by the Code of Conduct will result in disciplinary action up to and including removal from the Coalition or position.