

**Family Health Nutrition Advisory Group**  
**Terms of Reference**  
**2022-2024**

**Purpose**

The purpose of the Family Health Nutrition Advisory Group (FHNAG) is to advance public health nutrition among Registered Dietitians supporting the Healthy Growth and Development section of the Ontario Public Health Standards (OPHS) 2018.

**Goals**

1. To promote and facilitate member connections to enhance individual and collective effectiveness among members of the FHNAG. Lead in the development and delivery of the nutrition components of the Healthy Growth and Development section of the 2018 OPHS.
2. To act as a Provincial advocate on public health nutrition within the Healthy Growth and Development section (OPHS).
3. To work efficiently and collaboratively in the development, review, and dissemination of Provincial and National nutrition content related to the Healthy Growth and Development section (OPHS).
4. To mentor and support Registered Dietitians in public health who are working within the Healthy Growth and Development section (OPHS).

**Selection of Chair or Co-chairs**

The FHNAG ideally has two co-chairs that stagger their incoming and outgoing years.

- Co-chairs can be selected from the FHNAG membership on a voluntary basis.
- Co-chairs serve a two-year term, which is typically from July to June (as per the ODPH Executive term), with co-chair year 1 and year 2. However, the length of the term for co-chair positions may be extended upon approval of the FHNAG.
- Co-chairs must ask for a new incoming co-chair before the beginning of the new ODPH membership year, which begins on July 1st.
- If more than two members come forward and elections are required, please see ODPH Constitution, July 2017, Section 15 Elections.

**Expectations of Chair or Co-chairs**

Re: teleconferences:

- Develop the agenda and call for agenda items within one week before every teleconference scheduled.
- Chair meetings (if co-chairing, chair on a rotating basis), participate on task groups, and coordinate tasks among FHNAG members.
- After the teleconference, the co-chair who chaired the teleconference will communicate with the recorder to get the minutes and review them and post on the FHNAG workgroup page.

- Respond to questions from FHNAG members, the general membership, or relevant outside organizations.
- Liaise with ODPH Executive as needed.
- Maintain recorder schedule by alphabetical order of members' last names.
- Provide updates for Executive meeting to Liaison Coordinator as appropriate.
- Prepare report for ODPH annual report.
- Maintain membership in ODPH annually.
- Adhere to the Procedure Manual (2017) of ODPH.
- Notify the ODPH Executive of the names of the incoming co-chairs at the end of their term.

### **Eligibility of Members**

- Must be ODPH member.
- Working to support the Healthy Growth and Development section (OPHS).
- Term of membership is ongoing as long as individual members are working in Healthy Growth and Development related programs in public health.

### **Expectations of Members**

- Be present and participate in teleconferences and send regrets to the chair if unable to attend. Note attendance and regrets using a shared [Google Docs file](#).
- Take minutes for meetings according to the recorder schedule:
  - The recorder will find a replacement if unable to record on the assigned date by referencing the recorder schedule.
  - The recorder will forward the teleconference minutes to the co-chair(s) within one week of the teleconference.
- Participate in tasks as opportunities arise.
- Participate in teleconference discussions as appropriate
- Maintain membership in ODPH annually.
- Adhere to the Policies and Procedures of ODPH.

### **Teleconference Guidelines:**

- FHNAG will meet via monthly teleconference that cannot exceed 1.5 hours in length.
- FHNAG teleconference will occur the afternoon of the 4th Tuesday of each month.
- Decisions will be determined by a vote of 50 percent +1 of the working group members present at the meeting.
- All members must identify themselves before speaking on the teleconference so the recorder can acknowledge comments accurately in the minutes.

### **Review of Terms of Reference**

The Terms of Reference will be reviewed every 2 years. After member input and review, final changes will be made by the co-chairs. The final TOR will be posted by a co-chair on the members' side of the ODPH.

Terms of Reference will be reviewed in Q1 of 2022.