



Terms of Reference - National Advisory Committee on Black People of African and Caribbean Descent

1. Purpose

The purpose of this National Advisory Committee (NAC) is to provide advice and feedback to the Canadian AIDS Society on its directions, programs, policies, and services as they affect black people of African and Caribbean descent living in Canada. CAS' work plan activities include: creating a database of key member activities and programs, working groups, listserv and fact sheets to share nationally, creating and conducting a members' needs assessment survey and building partnerships to promote knowledge sharing between francophone and anglophone endemic communities.

2. Objectives

The objectives of the National Advisory Committee are to:

- Act as a resource to the Canadian AIDS Society on planning, implementation and evaluation of related programs and activities relevant to black people of African and Caribbean descent.
- Serve as a formal mechanism to exchange ideas and concerns related to the national population-specific response to HIV, as identified by committee members and their communities and organizations.
- Serve as a liaison between their communities and organizations on the work and plans of the Canadian AIDS Society and its impact on the community.

3. Membership

The Committee shall consist of representatives of the member organizations of the Canadian AIDS Society and other organizations involved in the response to HIV in Canada.

In the event that the Committee determines its membership or terms of reference are not appropriate, it shall have the power to recommend amendments to the Canadian AIDS Society.

Membership is at the invitation of the Canadian AIDS Society.

The Committee may establish working groups to address specific issues.

4. Reporting

The NAC prepares a report at least annually

5. Quorum

A majority (50% plus 1) of all members shall constitute a quorum for the teleconferences meetings of the NAC.

6. Process

The National Advisory Committee shall convene by teleconference at least twice a year. An agenda for each meeting shall be sent two weeks prior to the meeting. Members of the Committee will be encouraged to contribute to the agenda. Decisions are reached by consensus and the secretariat will be hosted by the Canadian AIDS Society.