

BC Victims of Homicide (BCVOH) Advisory Committee Terms of Reference

The Purpose & Goals of the BCVOH Advisory Committee is to:

- Informally share insight, opinions, knowledge and experiences about homicide victimization and support programming;
- Assist with providing direction to the BCVOH initiative;
- Ensure the best quality of service is delivered in the most effective, compassionate and practical manner available;
- Assist the BCBH Board of Directors in making the best quality decisions for the services provided to homicide victims, their families and friends, acquaintances and the community.

Specific Responsibilities & Activities

- Review and be familiar with project guidelines, timelines and expectations;
- Assist BCVOH to meet best practice standards in working with victims of crime;
- Review and provide feedback about client centred services, i.e. support groups;
- Provide advice on the most appropriate manner of executing the project and participate in strategic planning processes;
- Assist in networking and promotion of BCVOH program and activities;
- Help identify issues, evaluation, success factors, risks, restraints and protocols;
- Oversee the overall performance and effectiveness of the BCVOH against the objectives of the strategic plan and prepare recommendations to the BCBH Board of Directors;
- The Committee is accountable to the BCBH Board of Directors for their decisions and actions.

Membership

Advisory Committee Members have been selected for their professional responsibilities, knowledge, experience and high standard of concern, compassion and commitment to healing processes for families impacted by a homicide:

- Preferably, but is not required, to be bereavement caregivers, police victims' services, restorative justice representatives, law enforcement officers, specialized counsellors, like-minded self-help group facilitators and other pertinent volunteer and professionals as well as government and financial supporters;
- Represent different walks of life and generations.

Frequency of Meetings

The Advisory Committee shall meet at least twice a year, via teleconference or in person, and more often as deemed necessary. The Committee shall report to the BCBH Board of Directors as often as necessary, but at least annually.

Procedures

- Minutes will be recorded for each meeting and will be reviewed by all members present prior to the next meeting and approved by the Committee;
- Agendas for meetings will be circulated to all members electronically at least two business days prior to the meeting;
- Duration of the meetings will be determined by the Committee and are expected to last approximately two hours;
- All members will maintain confidentiality regarding all business of the Committee, including but not limited to documentation and minutes.

**These terms of reference may be amended at a subsequent date by the BCBH Board of Directors.*