

This document applies to:	<input checked="" type="checkbox"/> All Horizon	<input type="checkbox"/> Z-1 Moncton	<input type="checkbox"/> Z-2 Saint John
	<input type="checkbox"/> Z-3 Fredericton	<input type="checkbox"/> Z-3 Upper River Valley	<input type="checkbox"/> Z-7 Miramichi

**Horizon Health Network
Terms of Reference
Francophone Liaison Committee**

AUTHORITY

The committee reports to the Patient Safety and Quality Improvement Committee of the Board. A written report on the activities of the Francophone Liaison Committee and of the Official Languages team is submitted four times per year to the Patient Safety and Quality Improvement Committee.

PURPOSE

The purpose of the Francophone Liaison Committee is to advise Horizon Health Network (Horizon) on its initiatives to improve access to health services in French throughout its facilities.

Through the Francophone Liaison Committee, Horizon works in close collaboration with its partners, also a stakeholder in the success of Horizon’s and the Official languages team’s initiatives, in order to facilitate communication of progress, information sharing on matters of common interest, identification of priorities, sharing of advice and exploration of synergies.

FUNCTIONS

1. Inform members of the committee of progress related to initiatives carried out by Horizon and the Official languages team.
2. Share information on activities of local sub-committees in order that sub-committees may benefit from knowledge, experience and best practices of other areas.
3. Share concerns and challenges faced in different Horizon areas.
4. Respond to emerging issues and prioritize needs according to the scope of potential beneficial results.
5. Determine and leverage all possible synergies between various partners.
6. Participate in the development of Official Languages’ Strategic Plan.
7. Make recommendations regarding major Official languages initiatives.

GUIDING PRINCIPLES FOR MEETINGS

1. The Committee shall meet a minimum of four times per year, at the call of the Chair or upon request from the Francophone Liaison Committee members.
2. An update on the progress of Official languages and Francophone liaison sub-committee initiatives shall be provided in writing to Francophone Liaison Committee members prior to meetings. A short period shall be set aside for any questions relating to this update. An update on the Official Languages Strategic Plan will be provided every six months.
3. The meeting shall touch on a maximum of three themes according to importance and shall include a brainstorming and exchange session. This session may include a presentation on these themes, as required.
4. Guests may be invited to attend committee meetings, subject to approval of Chair.
5. An open discussion shall be held at end of meetings to allow members to bring up new themes to be discussed at future meetings.
6. Minutes shall be kept of all meetings and a report shall be presented at the next scheduled meeting.

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MEMBERSHIP AND QUORUM

For meetings to occur, 50% of members must be present. Members of the Francophone Liaison Committee include:

- Representative from Société Santé et Mieux-être en français du Nouveau-Brunswick (SSMEFNB)
- Representative from Association Régionale de la Communauté francophone de Saint-Jean (ARCF), Saint John
- Representative from Centre communautaire Sainte-Anne, Fredericton
- Representative from Carrefour Beausoleil, Miramichi
- Representative from the Department of Health
- Two community members from Horizon region
- Representative from Horizon Board of Directors
- Representative from Horizon Human Resources
- Representative from Horizon Learning
- Representative from Horizon Provincial Programs
- Representative from Horizon Professional Services
- Representative from Horizon Public Health and Community Health
- Representative from Horizon Mental Health and Addictions
- Representative from Horizon Clinical Services
- Representative from Horizon Environmental Services
- Representative from Horizon Nutrition Services
- Representative for Horizon physicians
- Horizon's Official Languages Advisors
- Vice-president, Quality and Patient-Centred Care for Horizon
- Director of Official Languages for Horizon (Chair)

Ex-Officio member: President and Chief Executive Officer of Horizon Health Network

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