

**Access Alliance Multicultural Health and Community Services
Social Action Committee (SAC)
Terms of Reference**

Purpose

The purpose of the SAC Committee is to enhance the capacity of Access Alliance to provide effective, coordinated and evidence-informed social action and advocacy on issues affecting the health and wellbeing of the communities we serve. The SAC's core responsibilities include responsibility for:

1. Knowledge mobilization and coordination of advocacy and social action initiatives across the organization
2. Share information on best and promising practices
3. Reviving and updating policies and tools
4. Approval of key advocacy initiatives

Responsibilities of Members

- To be prepared for meetings
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Membership

The membership of the SAC Table shall consist of the following:

- i) Senior staff (management, research)
- ii) Board members
- iii) Health promoters
- iv) Student
- v) Knowledge to action leaders (community members)

We will collaboratively work together to:

- Develop an annual agenda and/or work plan as a group, based on common goals,
- Periodically review our agenda and/or work plan (consistent with terms of reference)
- Share ownership for chairing, preparing the agenda, follow up on items arising from our meetings (e.g. looking for resources, organizing presentations, professional development etc.)

Minute Taker

Rotates between members based on surname, in alphabetical order
Ensuring minutes are taken and sent to the chair within 24 hours of each meeting

Timeline

Review of TOR

The terms of reference will be reviewed and amended (if necessary) yearly

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