

Terms of Reference
Canadian Forces (CF) Family Deployment & Reunion Advisory Committee
Director Military Family Services (DMFS)

Overview of the Project

Background

1. The Canadian Forces (CF) Family Services Summit held May 2008 marked the beginning of working together with military and community leaders, service providers and CF family members to enhance the Military Family Services Program (MFSP).
2. Participants at the CF Family Services Summit tabled a series of recommendations to Chief Military Personnel to evolve the MFSP. CF Family Deployment & Reunion constituted one of the key areas in which recommendations were provided.

CF Family Deployment & Reunion Advisory Committee

3. The CF Family Deployment & Reunion Advisory Committee will be made up of a diverse group of individuals, including CF military or family members that understand the impact of the deployment & reunion on the military family members. The committee will provide guidance and strategic recommendations to DMFS for the purpose of conducting purposeful policy and program development in the area of deployment & reunion of military family members. This shall be accomplished through committee members sharing their expertise, knowledge and experience.

Mandate

4. The Committee is established to determine appropriate policy and program development in the area of CF Family Deployment & Reunion.

Objectives

5. The objectives of the CF Family Deployment & Reunion Advisory Committee is to:
 - a. review and validate existing CF family deployment & reunion research and recommendations, using historical literature and activities to scope the formulation of way-ahead policy and program recommendations;
 - b. review recommendations provided to CMP on the 26 May 08 at the CF Family Services Summit pertaining to CF family deployment & reunion;
 - c. formulate and prioritize recommendations in terms of policy and program development for the remainder of FY 08/09 and roll out in FY 09/10; and

- d. identify appropriate partners and recommend DND / CF / Government of Canada / civilian alliances to advance / implement the policy and program recommendations.

Length of Term/Frequency of Advisory Committee Meetings

6. The CF Family Deployment & Reunion Advisory Committee will remain in effect from 1 Sep 08 to 30 Sep 09, unless otherwise approved by DMFS.

7. The Advisory Committee will participate in one face-to-face meeting at outset of this initiative with potential for additional similar meetings as resources permit. Optimal use of teleconferencing and email will be employed whenever necessary. Due to timelines, some source materials may be provided in the language of original publication.

Advisory Committee Composition

8. The Advisory Committee will be composed of:

- a. Chairperson: DMFS Senior Manager;
- b. Committee Project Manager (ex-officio): DMFS Project Manager Deployment & Reunion; and
- c. Membership: a maximum of 12 additional members (with a representative mix of land, air and sea environments, as well as, an urban/rural/size distribution) from the following groups:
 - C/MFRC Executive Directors/Directors;
 - Board / Advisory Committee members from C/MFRCs;
 - L1 representatives;
 - CF family members;
 - CF community leaders;
 - DSG representatives;
 - DMPORA representatives; and
 - DMFS staff.

9. Application for Committee membership will be accepted as per the submission guidelines / requirements outlined on the DMFS website at www.cfpsa.com

Role of Advisory Committee Membership

10. The Advisory Committee Chairperson will:

- a. serve as Chair during Advisory Committee meetings;

- b. provide advice and guidance regarding existing Parameters for Practice policy;
 - c. arrange for Subject Matter Experts to advise Committee members; and
 - d. keep DMFS apprised of Advisory Committee progress.
11. The Committee Project Manager will:
- a. coordinate meetings and prepare agenda;
 - b. coordinate meeting logistics;
 - c. monitor Advisory Committee progress and brief Chairperson; and
 - d. provide and distribute background documentation on subject matter.
12. The Advisory Committee members will:
- a. provide advice to the Chairperson based on each individual Advisory Committee member's knowledge, background and expertise;
 - b. provide recommendations to the Chairperson regarding the priority of policy and program development;
 - c. share expertise, knowledge and pertinent resources with other Advisory Committee members in order achieve optimal results; and
 - d. review and comment on all drafts or work in progress, as requested by the Chairperson.