

# Advisory Forum for Newcomer and Immigrant Women of New Brunswick

## Terms of Reference

---

### Context

The creation of the **Advisory Forum for Newcomer and Immigrant Women of New Brunswick** is an essential objective of the project: *A Coordinated Community Response to Domestic and Intimate Partner Violence Experienced by Immigrant Women in New Brunswick*.

### Vision

An Advisory Forum for Immigrant Women of New Brunswick (“The Forum”) comprised of immigrant women who represent the demographic and geographic diversity of the immigrant community, who have an understanding of the complexities of domestic and intimate partner violence (D/IPV).

#### Short-term Intention:

The Forum will provide strategic guidance and perspective throughout the project, *A Coordinated Community Response to Domestic and Intimate Partner Violence Experienced by Immigrant Women in New Brunswick*. Through discussions and the sharing of lived and professional experiences, the Forum will contribute to the incorporation of an immigrant women’s lens across key project developments.

#### Long-term Intention:

All efforts will be made to encourage and foster the Forum’s long-term sustainability beyond the scope of the project’s duration. Furthermore, the Forum is envisioned to provide a platform for the empowerment of immigrant women and their continued engagement around key issues affecting immigrant and newcomer women in New Brunswick.

### **Project Summary: *A Coordinated Community Response to Domestic and Intimate Partner Violence Experienced by Immigrant Women in New Brunswick***

This 3-year project (November 2015-November 2018) aims to improve service response for immigrant women who are victims of domestic and intimate partner violence (D/IPV) in New Brunswick. Through partnerships, a coordinated community response will be developed between provincial government departments, domestic violence service providers, immigrant serving organizations and community

partners, incorporating the lens of immigrant women throughout the project. The learnings from this project will be integrated into future provincial strategies to address D/IPV experienced by immigrant women.

**The project has two overriding objectives:**

- I. To assess and understand the current systemic and structural barriers as well as the state of services relating to immigrant women experiencing D/IPV in NB;
- II. To work with key stakeholders across the province to develop and implement a coordinated response to D/IPV experienced by immigrants. This includes, educating service providers about the complexities, increased risk, and barriers to safety faced by immigrant women in violent relationships, as well as building the capacity of NB immigrant women to share their experiences and assist in the development of culturally sensitive D/IPV interventions.

**Overall expected outcomes of the project are:**

- I. Enhance the capacity of NB immigrant women to share their stories about D/IPV violence and to connect with each other;
- II. Build bridges in terms of understanding and information sharing between D/IPV violence and immigrant service providers, and immigrant women;
- III. Increase understanding about issues surrounding D/IPV violence amongst immigrants;
- IV. Produce coordinated community response tools and "how-to" kit to continue the collaborative work between all sectors after the public sessions have been delivered.

The project will be provincial in scope, **with focused engagement in three regions: Greater Moncton and Beauséjour, Bathurst and the Acadian Peninsula, and Saint John and the Fundy region.** The region selection is based on representativeness of NB's immigrant and newcomer populations; representativeness of NB's population density and language (e.g. urban, rural; Francophone, Anglophone); and where capacity and relationships already exist in the chosen region.

**Project Team**

- Ginette Gautreau, Project Coordinator – New Brunswick Multicultural Council
- Alex LeBlanc - New Brunswick Multicultural Council
- Silke Brabander - Women's Equality Branch, Government of New Brunswick
- Stephanie Sanford - Department of Justice and Public Safety, Government of New Brunswick
- Maria Costanza Torri - University of New Brunswick
- Catherine Holtmann - Muriel McQueen Fergusson Centre, University of New Brunswick
- Tracey Rickards - University of New Brunswick
- Phylomène Zangio - Independent Consultant
- Fiona Williams - Liberty Lane Second Stage Housing
- Hyasinter Rugoro - Independent Consultant
- Françoise Michaud – Multicultural Association of Chaleur Region
- Sue Calhoun, Project Evaluator – Independent Consultant

## **Purpose**

The purpose of the Forum is to provide input and perspectives of immigrant women in New Brunswick to inform the project's planning and outcomes towards addressing structural barriers to accessing services for immigrant women who experience D/IPV. The Forum serves in an advisory capacity, making recommendations on matters that impact the experience of immigrant women who may be victims of D/IPV.

The Forum brings together immigrant women of diverse demographic and geographic representations with a variety of experiences with and/or a strong understanding D/IPV:

- To provide feedback on, and ideas for, initiatives and programs that embrace and build upon a coordinated community response;
- To be a positive voice for the enhancement of leadership capacities of immigrant women;
- To advise on strategies to enhance the partnership between immigrant serving agencies, D/IPV service providers and other relevant government and community stakeholders;
- To share perspectives on recommended policy changes and advocacy efforts to improve the political and legislative environment for immigrant women who are victims of D/IPV;
- To establish the ongoing representation of, and be champions for, immigrant women and cultural diversity in the community; and
- To unite with diverse stakeholders to work for the common cause that is the prevention and elimination of D/IPV.

## **Accountability**

The Forum will collaborate with the Coordinator of the project, *A Coordinated Community Response to Domestic and Intimate Partner Violence Experienced by Immigrant Women in New Brunswick*, for the duration of the project. The Coordinator will act as the liaison between the project team and Forum, and will support the Forum with meeting coordination and logistics, meeting minutes, preparing and distributing documents and relevant outreach and communications.

## **Membership**

The Forum should include a demographic and geographic mix of immigrant women representing a diversity of ethnicities, religions, languages, socio-economic statuses, experiences and expertise.

The Forum membership is composed of the following:

- A Co-Chair model by the end of the first year
- A minimum of ten and a maximum of fifteen general members
- A project team representative whose role is to support Forum activities

A member may be asked to lead or participate in sub-committees for the Forum or may be called upon from time to time to participate on Forum-related projects.

## Member Profile

In order to ensure the best representation, all of the members of the Forum shall be immigrant women.

### The following profiles should be considered:

- ❖ Efforts should be made to have representation from each of the regions:
  - Caribbean/Latin America
  - Northern Africa
  - Sub-Saharan Africa
  - Middle East
  - Europe
  - Asia
  
- ❖ Efforts should be made to recruit at least one woman from each of the following immigration statuses/paths (note, the same woman may fulfil more than one category):
  - Refugee (privately sponsored / government assisted refugee, asylum seeker / refugee claimant)
  - Long-term (> 10 years in Canada) Permanent Resident or Foreign Born Canadian Citizen
  - Medium-term (5-10 years in Canada) Permanent Resident or Foreign Born Canadian Citizen
  - Recent (2-5 years in Canada) immigrant or permanent resident
  - Newcomer (< 2 years in Canada)
  - Temporary status (foreign worker, live-in caregiver, international student/spouse, etc.)
  - Principal immigration applicant (with or without sponsored family members)
  - Sponsored immigration applicant
  - Second generation immigrant
  
- ❖ In addition to corresponding to the above-noted profiles, the members should:
  - Be able to communicate in at least one of the official languages (English or French)
  - Be available to attend meetings in person and/or via teleconference as required (a minimum of 3 meetings per year) (see Remuneration section for travel costs)
  - Have a general understanding of and/or interest in domestic/intimate partner violence issues (Note: personal experiences not required);
  - Have a general understanding of and/or interest in refugee and immigration issues in NB;
  - Have a general understanding of and/or interest in the socio-economic and political contexts in NB.

The term for general members is for the remaining duration of the project (ending November 2018), renewable for another 2 year term as the Forum develops goals beyond the three-year project.

## Membership Selection

Candidates must complete an Expression of Interest form to apply for general membership on the Committee. The application will be reviewed by the Co-Chairs in consultation with the project team to determine fit.

The candidate's information will be shared with the selection committee of the project team and, if accepted, the candidate will be confirmed by the Co-Chairs.

## **Chair/Co-Chair**

The initial Co-Chairs of the Forum will be a Project Team member who will appoint a Co-Chair during the 2016 calendar year from the general members.

Subsequent co-chairs will be an elected representative from the membership as appointed by consensus or majority vote from the members of the Forum. The Co-Chairs will serve a minimum of one year, renewable for a maximum of 3 years, or until the end of the project duration. The Co-Chairs shall stagger their terms to ensure continuity of this leadership role.

The role of the Co-Chairs is to manage the meeting in a way that encourages open, honest and respectful dialogue among the members; to preside the meeting and ensure that the purpose of the Forum is fulfilled through the Forum meetings; to collaborate with staff members to organize the agenda for each meeting; and, to represent the Forum as required.

## **Meeting Frequency**

The Forum shall meet at least 6 times per year or at the call of the Co-Chairs. A proposed meeting schedule will be presented at the last meeting of the calendar year for the next year.

If a Forum member is absent for more than two consecutive meetings they will be contacted by the Chair or designate to determine their commitment to continue or intent to resign.

Meetings will vary between in-person meetings and teleconferences when required (including between scheduled in-person meetings as issues arise).

## **Recorder/Minutes/Agenda**

Recording and distribution of meeting minutes is the responsibility of the Project Coordinator to the Forum. Minutes shall be distributed within ten working days after each meeting. The agenda for upcoming meetings will be distributed preferably at least seven business days before each meeting.

## **Quorum**

The Co-Chairs will determine if there is a sufficient attendance to conduct the meeting. Generally, 50% attendance is considered sufficient attendance for Forum quorum; however, exceptions may be made as deemed acceptable by the Co-Chairs.

## **Decision Making**

Consensus decision making or majority vote (to be determined by the Forum once in place) is preferred and voting can be conducted to determine level of consensus.

## **Committee Code of Conduct**

Members of the Forum are expected to respect the following code of conduct guidelines to ensure an environment of mutual respect:

### **Principles**

This is a safe space for immigrant women to discuss issues of importance to them. Therefore, all members are asked to:

- Maintain confidentiality when members share their experiences or the experiences of others
- Recognize own assumptions and help others to surface theirs
- Allocate space to discuss difficult or controversial topics
- Agree to keep a list of discussion items that may need to be addressed at a later time
- Be open to innovation/seek best practices from diverse sources
- Be open to options that do not necessarily require ample resources
- Share personal experiences only in ways that others can learn from them

## **Resources & Support**

Direct support and coordination for the Forum is provided by the Project Coordinator. This includes administrative support with meeting logistics, distribution of pre-reading, preparing minutes, etc. The Project Coordinator will act as the primary point of contact and provide support to members as required, as well as oversee the coordination of the work of the Forum.

## **Remuneration:**

Participation in the Forum is voluntary and non-remunerated. However, fees incurred through meeting participations such as travel expenses and parking, accommodations, meals, etc. may be paid by or reimbursed through project funding pending prior approval by the Project Coordinator.

## **Evaluation:**

A meeting evaluation will take place once a year (September 2016; September 2017 and September 2018) to ensure that the Forum's objectives are being met, that members are feeling heard and to support continuous improvement. Annual evaluations will be undertaken to assess the impact of the Forum on the stakeholders, the project team, and the immigrant woman experience.

## **Work plan:**

The work of the Forum will focus, in part, on themes as identified by the membership and identify specific deliverables and deadlines, as required.

Additional items may be brought to the Forum at the request of the project team at the discretion of the Co-Chairs.

## **Review of Terms of Reference:**

This is a dynamic document and will be reviewed on an ongoing basis and revised as required. The Terms of Reference will need to be revised at the end of project (November 2018) for new composition and focus of the Forum.

*N.B. The intention for the Forum is to encourage and foster its long-term sustainability and continued engagement beyond the scope of the project's duration. A review of the Terms of Reference, including the purpose, membership and objectives of the Forum is highly encouraged. The responsibility for this review will rest on the Co-Chairs and membership in place at the conclusion of the project.*

## **How to Apply or Nominate a Candidate**

- All interested immigrant women should complete an Expression of Interest Form (Appendix A).
- All nominators should complete a Nomination Form (Appendix B).

Completed forms can be sent to Ginette Gautreau, Project Coordinator at [ginette.gautreau@nb-mc.ca](mailto:ginette.gautreau@nb-mc.ca) by **Friday June 17, 2016**.



**Employment, Volunteer Work and/or Community Involvement**

**Note:** No specific employment status or experience is required to be part of the Forum. However, if you wish to highlight key experiences relevant to this role, please use this space to provide information on your professional and/or leisure involvements. Should you wish to attach a Curriculum Vitae to the statement of interest, please join as addendum to your submission

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Responsibilities** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Responsibilities** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Responsibilities** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**References**

*Please list two professional or personal references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_





Did she come to Canada as a refugee or an asylum seeker? YES  NO  UNSURE / PREFER NOT TO SAY

If other, please specify? \_\_\_\_\_

Does she have any children? YES  NO  UNSURE / PREFER NOT TO SAY

Languages spoken: \_\_\_\_\_

Level of Education:  Some schooling  Doctorate degree  
 High school diploma  Some college  
 Some university  College degree  
 Bachelor's degree  Unsure / Prefer not to say  
 Master's degree  Other (please specify): \_\_\_\_\_

**Employment, Volunteer Work and/or Community Involvement**

*Note: No specific employment status or experience is required to be part of the Forum. However, if you wish to highlight the candidate's key experiences relevant to this role, please use this space to provide information on her professional and/or leisure involvements. Should the candidate wish to attach a Curriculum Vitae to the statement of interest, please join as addendum to your submission.*

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

### References

*Please list two professional or personal references other than yourself.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Statement of Nomination

***In a short paragraph, please explain why you believe the candidate may be interested in joining the Advisory Forum for Newcomer and Immigrant Women of New Brunswick and what experiences, skills and/or knowledge she may be able to contribute to the membership. Her interests can be based on her general, personal, professional experiences and knowledge of the D/PIV subject.***

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_