



Pedal Forward! Terms of Reference

Pedal Forward! is a collective of agencies in Renfrew County interested in supporting mental health awareness in order to eliminate stigma and encourage the utilization of the many services which can support those in need.

Pedal Forward! will focus on:

1. Increasing education, awareness and understanding of mental health issues.
2. Increasing awareness and understanding of services available to the public.
3. Creating and maintaining a forum for agencies to work collectively and collaboratively on mental health stigma and awareness of services in order to increase efficiency and effectiveness and reduce overlapping or isolated planning.
4. Creating and growing a branding which the general public will associate with positive support for those experiencing mental health issues as well as positive support for agencies/programs providing service.
5. Providing support/assistance for events and activities which are aimed at elimination of mental health stigma or increasing awareness of mental health issues or of services available.

Membership:

The membership of Pedal Forward! is intended to be open to any agency, organization, business or individual who is interested in eliminating mental health stigma and supporting mental health education/awareness and use of services.

Activities:

Pedal Forward! will seek to have multiple events and activities take place throughout Renfrew County through the sponsorship of Pedal Forward!! that supports its objectives.

Pedal Forward! will seek to maximize publicity and attendance at any activity or event.

Pedal Forward! will seek to help planning so that events do not overlap or conflict/compete with each other.

Pedal Forward! will target Mental Health Week each year, but also consider how activities and events may occur at any time of the year.

Structure:

In June of each year co-chairs shall be identified and confirmed at a June meeting. The co-chairs shall be responsible to set the agenda and to chair the respective meeting which are held.

Meeting shall be held as set by the co-chairs and as required by the goals set for the year. Members will be able to attend in person or through call in.

Minutes of each meeting shall be taken by a person assigned by the chair(s) and distributed to all members within 2 weeks of any meeting.

Ad Hoc committees may be formed to lead specific events or manage specific tasks that are set by the collaborative.

Decision shall be made by consensus of the membership present at any meeting. The chairs shall jointly make a decision when there is a lack of consensus or inability to come to a decision/action.

The structure of Pedal Forward! will be reviewed annually and changes adapted which fit its evaluation.