
FUNCTIONS & ROLES OF THE TOBACCO CONTROL AREA NETWORK

The Tobacco Control Area Network consists of an alliance of organizations, groups and agencies working together to address local and regional tobacco control issues. The development of the Tobacco Control Area Network involves the building of linkages among Public Health Units, and other organizations and groups actively involved in tobacco control. The active involvement of a broad range of groups and individuals is necessary to develop regional solutions to the complex problem of tobacco use. It is also through the active involvement of a broad range of groups and individuals that norms supportive of smoke-free environments and lifestyles will be encouraged among all social groups.

Each Tobacco Control Area Network will meet on a monthly basis and will fulfill the following functions:

Information Sharing and Activity Coordination

Members will share information about their respective organization's tobacco control activities with other Network members. Provincial policy and program updates will also be provided. Members will be encouraged to coordinate their activities in order to reduce duplication and magnify the impact of their individual activities.

Capacity Building

The tobacco control training needs of TCAN members will be identified in order to inform the development and implementation of a training plan for the Area. TCAN members and other staff within their home organizations will be invited to attend training sessions organized by the area training subcommittee, and supported by the provincial resource agencies.

Participation in Large Joint Projects

TCAN members will contribute both direct and in-kind support to the organization and implementation of area-wide activities, through the form of time, energy, volunteers and other resources. TCAN members will also participate in sub area project specific planning committees.

Area Planning

An Area Steering Committee will be formed to oversee and coordinate strategic and operational planning among Smoke-Free Ontario funded agencies within the TCAN. See *Structures and Functions of the Tobacco Control Area Network Steering Committee*. TCAN members will be invited to participate on subcommittees of the TCAN Steering Committee to develop area strategic and action plans.

FUNCTIONS & ROLES OF THE AREA NETWORK STEERING COMMITTEE

Each Smoke-Free Ontario (SFO) Tobacco Control Area Network (TCAN) has a Steering Committee that is comprised of 7-10 members. The size and composition of each Steering Committee is determined regionally within the guidelines described below. All Steering Committees serve in advisory, planning, and decision-making roles, and operate under procedures developed regionally.

Responsibilities and Functions:

The Steering Committee and its subcommittees (i.e. cessation, youth prevention/ Area Youth Coalition, enforcement, training and media and public relations) meet once a month or as needed to assist Area Coordinators with key area planning functions, including:

- Development of an annual area action plan that specifies joint area activity in cessation, youth prevention, enforcement, training, and media and public relations
- Identification of core training needs within the area
- Determination of area cessation, youth prevention, and enforcement joint activities
- Determination and coordination of area-wide public relations activities
- Determination and administration of funding for local media and public relations initiatives, as funding permits
- Facilitation of two-way communication between the MOHLTC and local programs
- Planning for and assistance in the conduct of network meetings that are participatory and informative
- Development of a 3-year area strategic plan that will provide direction to maximize area progress in reducing smoking rates, preventing smoking initiation and habitual use among children, youth and young adults, and protecting non-smokers from exposure to environmental tobacco smoke. The strategic plan will include a practical vision statement, an environmental assessment (e.g. SWOT analysis), and a statement of objectives, program and policy priorities and timelines for their achievement

Membership:

Area-level Steering Committee

The TCAN Steering Committee will be composed of Smoke-Free Ontario funded programs within the area including the area-level coordinator, area youth specialist, and subcommittee chairs. It is expected that Steering Committee members will personally attend monthly Steering and Area-Network meetings.

Steering Committee members will rotate through the positions of chair, facilitator, and recorder semi-annually.

Area-level Subcommittees

The following area-level subcommittees will be organized:

- Cessation
- Prevention (same as Area-youth coalition)
- Enforcement
- Training
- Media and Public Relations

TCAN Steering Committees may also elect to convene other subcommittees based upon area-level needs (e.g. to address the needs of particular populations, etc).

Subcommittee members will elect a SFO funded program manager to the position of chair. Subcommittee membership may be extended to include representatives of non-SFO funded programs/ agencies such as active non-governmental/ non-public health unit members of local smoke-free councils, and other agencies actively engaged in tobacco control.

Whenever possible, Steering Committees and subcommittees are encouraged to make decisions by consensus.