# Evaluation Community of Practice (EVAL CoP)

# Terms of Reference

# July, 2015

What is a Community of Practice  
"A Community of Practice (COP) is a group of individuals with a common area of practice, who come together to enable a process of professional self-development through collaboration and sharing of learning-related ideas, skills and experience".  
   
Statement of intent  
The aim of this Evaluation Community of Practice (EVAL CoP) is to bring together committed individuals who have a desire to work collaboratively to learn, share and build the capacity of its members.  
  
Our Purpose

* Exchange of ideas
* Peer support
* Exploration of issues
* Discussion of research and development relating to an area of practice
* Review of recent developments, products and practices
* Group training or professional development

## Our Goal for EVAL CoP

To provide a space for people to come together to learn, build relationships, share ideas and concerns about their evaluation local efforts.

 Objectives  
  
 The objectives of this community of practice are to:

* Provide a system of support and ongoing professional development for individuals who are working on evaluating collective Impact
* To provide a platform to allow for knowledge exchange and feedback
* Keep abreast of and participate in leading research around evaluation
* Identifying potential areas for research and development
* Mentoring to build capability of less experienced practitioners
* Provide a mutual support network for solo practitioners
* Create a link with other networks and Communities of Practice
* Provide the opportunity for participants to have exposure and a ‘user experience’ of a variety of online technologies.
* Build relationships with those on the call

## Eligibility and Membership

## All persons demonstrating a special interest and involvement in any capacity within the Evaluation field of practice are eligible to submit an expression of interest Heather Keam

## 

## Methods and frequency of meetings

## Meeting will be bimonthly (with the ability to add in extra meetings)

## A variety of formats and technologies will be utilized to facilitate the meetings of the Evaluation CoP

## A schedule of meetings will be predetermined (first Tuesday of every 2nd month)

## Roles and responsibilities

### Administrator (Tamarack LC)

* Overall responsibility for ensuring the CoP achieves its purpose and objectives effectively and efficiently.
* Coordinates meetings
* Coordinates yearly evaluation
* Provides administrative support to the CoP in pursuit of its purpose and objectives
* Set up the technology needed for the meeting
* Takes minutes
* Organize meetings
* Circulate agendas and papers
* Prepare and maintain EVAL CoP records

### EVAL CoP Members

* Contribute to the effective and efficient achievement of the CoP purpose and objectives
* Contribute to (and/or take the lead on ) tasks when they arise
* Provide timely comments on draft meeting record, papers and submissions

Evaluation  
  
The Terms of Reference will be reviewed by members every year.  
  
Effectiveness of the forum will be assessed every year of operation by the means of electronic survey, collated, analyzed and a report posted/distributed for discussion by community members.  
  
The following will be assessed:

* the range and number of participants;
* level of participation;
* Member satisfaction with the Community and the perceived value over the stated   
  period.

## Members [members who want to share contact info will be entered]

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| --- | --- | --- | --- |
| Name | Organization | Email | Area of expertise |
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# 2015 Topics (number of topics depends on number of meetings)

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| --- | --- | --- | --- |
| Date | Topic | Presenter | Lead- with support from Tamarack |
|  | Demonstrating Value program | Vancity Foundation- Bryn Sadownik | Bill Beatty |
|  | link between complexity analysis, theory and evaluation |  | Keith De'Bel |
|  | Engaging stakeholders in developing evaluation reports | Elayne Greeley – |  |
|  | Developed an interesting evaluating impact framework | Roman Katznelson |  |
|  | complexity | Cameron Norman |  |
|  | Evaluation dissemination |  |  |
|  | How to make evaluation useful and how to use it |  |  |
|  | Reporting knowledge exchange |  |  |
|  | Policy- how to continue to work at a systems level and show outcomes to those who don’t get it or understand |  |  |
|  | How to do evaluation when you don’t have the capacity |  |  |
|  | How to monitor at a community level |  |  |
|  | Working with multiple partners- how do you decide what to evaluate |  |  |
|  |  |  |  |
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2015 Project (this depends on if the groups wants to do any)

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| --- | --- |
| Project | Lead |
|  |  |
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