



CANADIAN COLLEGE OF HEALTH LEADERS COLLÈGE CANADIEN DES LEADERS EN SANTÉ

Learning, Leading, Inspiring Apprendre, mener, inspirer

LEADS Operations Council

Terms of Reference

Authority and Accountability

The LEADS Operations Council is advisory to the board of the College, and reports to the board.

Purpose

To provide partner, client and expert input to the business unit to promote innovation and client-centred solutions.

Mandate

The council shall:

- Approve the operating plan for the business unit;
- Recommend operating budget and reserve requirements for tool development and framework ever-greening;
- Recommend policies that will govern the business unit operation;
- Monitor the performance of the business unit including financial performance, client satisfaction and other performance metrics;
- Recommend a short term and long term operational strategy for the business unit;
- Recommend and prioritize investment in new tools and products;
- Make recommendations on the LEADS certification program and the process for granting certification; and
- Determine the ongoing membership of the LEADS Operations Council, including any changes that might be made to adjust the membership.

Membership

The LEADS Operations Council will consist of 11 voting members:

- 3 College Board Directors, one of whom will serve as Chair
- College President and CEO
- Graham Dickson
- Bill Tholl
- CHLNet representative selected by CHLNet
- 2 client representatives appointed by the LEADS Operations Council
- 2 knowledge experts appointed by the LEADS Operations Council

The LEADS Business Unit Strategic Director will be an ex-officio non-voting member.

Term

Members are appointed for a two year term to a maximum of two terms. They are eligible for re-appointment after a one year hiatus. The membership of the council shall be reviewed and appointed annually as stipulated in the College Bylaws.

Meetings

The LEADS Operations Council will meet via e-meeting a minimum of six times per year.

In the event that all/most LEADS Operations Council members are planning to attend an event (i.e. the National Health Leadership Conference), a face-to-face meeting may be held at that time.

Two of the LEADS Operations Council meetings will be held jointly with the LEADS Framework Governance Group/Advisory for the purpose of aligning interest and activities of both structures.

Regular attendance at these meetings is a critical component of success and members may attend in person or via telephone/computer at the member's option. Upon 3 consecutive absences without cause, the council will require a member to resign from the LEADS Operations Council.

Quorum

At least 50% of the voting members constitute a quorum.

Vacancies

Vacancies will be filled by the board as required on the recommendation of the LEADS Operations Council.

Staff Resources and Administrative Support

The LEADS Business Unit and College Administration will provide the staff resources to support the work of the LEADS Operations Council.

Communications

Reports on the LEADS Operations Council will be provided to the LEADS Collaborative partners for information purposes.

Annual review

The terms of reference for the LEADS Operations Council will be reviewed on an annual basis.

Reviewed July 8, 2013