

TERMS OF REFERENCE CHLNet Secretariat

MEMBERSHIP: Reflecting the success to date and in keeping with the objective of enabling an administratively efficient leadership network, an administrative Secretariat is to be appointed by the Network Partners as follows:

- The Secretariat shall be comprised of co-chairs (one each from a national and from a provincial/regional partner), up to three “liaison members” (as appointed by the Network Partners’ Roundtable), CHLNet senior policy advisor, CHLNet senior research advisor, chairs of the working groups, one representative of emerging health leaders, and the CEO of the host organization.
- The normal term is three years (to be staggered).
- The CHLNet Executive Director shall also serve (ex officio) on the Secretariat.

MANDATE: The mandate overall is to ensure that the strategic directions set by the Network Partners’ Roundtable are being observed in-between bi-annual meetings of the partners.

- Secretariat provides oversight of the ongoing work of CHLNet in-between the bi-annual Network Partners’ Roundtable.
- Secretariat members serve as a sounding board for the Executive Director.
- Members act as official spokespersons, along with the Executive Director, for CHLNet as required.
- The Secretariat, working with the Executive Director, will communicate with the Partners, at regular intervals to be determined by the Partners, regarding the activities and achievements of the Network.
- The Secretariat is responsible for assessing the performance of the Executive Director, relative to agreed-upon deliverables, as well as for succession planning.

MODUS OPERANDI: In the spirit of trust and reciprocity, the Secretariat:

- shall meet via teleconference once every three months (in-between roundtable meetings) or at the call of the co-chairs; and
- meeting notes shall be taken and made available to Network Partners in summary form along with the Executive Director’s regular reports to Network Partners.

Approved: May 5, 2022

Revisions: June 15, 2011; Rev. May 24, 2018