

# LEADS Collaborative Steering Group

## Terms of Reference

The LEADS Collaborative Steering Group is an internal structure defining the collaborative roles of the Canadian College of Health Leaders (CCHL), Canadian Health Leaders Network (CHLNet) and Dr. Graham Dickson. The members have a shared interest in health leadership and the LEADS in a Caring Environment framework. The LEADS Collaborative Steering Group is not a public brand and there will be no public referencing to the Group for marketing purposes.



## Purpose

- To advise on a national strategy to promote Canadian health leadership development based on LEADS;
- To ensure the integrity of LEADS is maintained in implementation and evergreening; and
- To advise on service and product development to maximize LEADS impact and reach for health leadership development.

## Authority and Accountability

The LEADS Collaborative Steering Group is an advisory group to CCHL and CHLNet and is reflective of our mutual commitment to support each other's mandates and build health leadership capacity across Canada.

CHLNet and CCHL participants will report to their respective CHLNet Secretariat members and CCHL Board members to keep members advised and collect feedback as appropriate.

#### Mandate

- Advocate for and represent LEADS-based health leadership development across Canada;
- Consider and advise research on LEADS;
- Serve as a forum of discussion and feedback for issues surrounding the ongoing development and utilization of LEADS and related business development plans nationally and internationally;
- Determine the ongoing membership of the LEADS Collaborative Steering Group including any changes that might be made to expand membership; and
- Review evergreening recommendations including suggestions for changes and additions to LEADS.

The work of the Evergreening Working Group shall:

- Oversee and recommend evergreening processes to ensure the currency and relevancy of the LEADS framework (domains, capabilities, descriptors) given changing needs and the evolutions of its' use, application and integration within health organizations and authorities;
- Meet virtually at a cadence to be determined by the Chair.

The work of the Business Development Working Group shall:

- Create collaborative opportunities to streamline access to LEADS-based leadership development services and tools;
- Identify opportunities and create targeted plans for the uptake and dissemination of LEADS; and
- Initiate periodic think tanks (details to be determined within the Business Development Working Group) to provide input on leadership development service and tool development priorities and business development modelling.
- Meet weekly.

#### Membership of the LEADS Collaborative Steering Group

The LEADS Collaborative Steering Group consists of:

- Co-Chaired by the CCHL Board Chair and one CHLNet Co-Chair;
- Graham Dickson;
- CHLNet Executive Director;
- CCHL President and CEO; and
- CCHL Director, Professional and Leadership Development.

#### Membership of the Evergreening Working Group

- Graham Dickson (chair);
- CHLNet Senior Policy Advisor;
- CCHL Director, Professional and Leadership Development;
- Knowledge Expert (historical and strategic expertise);
- Knowledge Expert (leadership development and research expertise);
- Knowledge Expert (TBD).

#### Membership of the Business Development Working Group

- CCHL President and CEO;
- CHLNet Executive Director;
- CCHL Director, Professional and Leadership Development; and

- Graham Dickson (ad hoc).

#### Term

Terms are not limited.

#### Meetings

The LEADS Collaborative Steering Group will meet via e-meeting a minimum of three times per year. In the event that all/most LEADS Collaborative Steering Group members are planning to attend an event (i.e., the National Health Leadership Conference and/or CHLNet Roundtable), a face-to-face meeting may be held at that time.

Regular attendance at meetings is required and is a critical component of success. The LEADS Collaborative Steering Group will require the member to resign upon three consecutive absences without cause.

#### Decisions

Recommendations provided by the LEADS Collaborative Steering Group through the Evergreening Working Group on LEADS content changes will reflect the best possible consensus of CHLNet, CCHL and Graham Dickson. If consensus is not achieved, final decisions on LEADS content and decisions will revert to IP holders.

#### Vacancies

Vacancies will be filled by the LEADS Collaborative Steering Group as required.

#### Staff Resources and Administrative Support

CCHL will provide the staff resources to support the logistical planning for the LEADS Collaborative Steering Group meetings (i.e., setting up meetings, distributing materials, etc.)

Additional non-logistical work will be determined on an as-needed basis.

#### Communications

Reports on the LEADS Collaborative Steering Group will be provided to the membership of CCHL and CHLNet.

#### Annual Review

The terms of reference for the LEADS Collaborative Steering Group will be reviewed on an annual basis.