

CHLNet Network Development Group

Terms of Reference

Purpose

Share and explore ideas and approaches to further maximize impact and engagement of network partners.

Principles

- Believe in inclusivity and the use of a EDIR (equity, diversity, inclusion and reconciliation) and broad systems level partner engagement.
- Committed to trust and reciprocity: i.e., are willing to work together, share resources, and seek to achieve a collective result that each will benefit from; and that ultimately benefits the patients and citizens of Canada.
- Leverage the collective strengths of member partners.

Duties and Responsibilities

Explore:

- Further stratification of network partners products and member fees to ensure it optimizes value add and impact.
- Broadening CHLNet partnerships to more atypical organizations.
- In-kind contributions and a process to recognize these from partners.
- Widening project grant funding.
- Hybrid/cross walking fees and activities/programs between partner organizations.

Terms of Operation

- Adhoc group that may meet up to three times a year virtually for 1.5 hours or at the call of the Secretariat Cochairs. Regular attendance is required. Any member missing three consecutive meetings without cause will be required to resign.
- Maintain quality records of meetings.
- Distribute agenda and materials one week ahead of the meeting (responsibility of cochairs, along with Executive Director of CHLNet).
- Assign work to volunteer sub-groups when appropriate so as to inform and fulfill goals and objectives of this working group.
- Review the terms of reference on a biannual basis.
- Establish quorum of at least 50% of the members at each meeting.
- Ensure approval of major deliverables of the working group such as a plan or policy through a motion of partners at the next roundtable or quarterly Secretariat meetings.

Membership

- Appoint a chair. Nominees will be solicited by the Secretariat. The chair may serve a two-year term of office to take effect immediately. In exceptional circumstances, another two-year term may be granted by the Secretariat.
- Ensure the composition of the group reflects the various network partner groups including: national organizations, health delivery organizations, government and academics. In addition, CHLNet Senior Advisors, CHLNet Executive Director, and the Secretariat Cochairs may be included. Size not to exceed 8 members.
- Vacancies will be filled by the Secretariat as required.

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