

CHLNet Nominating and Governance Group

Terms of Reference

Purpose

Ensure oversight of the Secretariat governance system, composition, board evaluation, and succession planning and recruitment.

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.
- Leverage the collective strengths of member partners.

Duties and Responsibilities

- Review and update as needed the terms of reference for the Network Partner Roundtable and Secretariat for Secretariat approval.
- Develop and apply selection criteria for Secretariat members using an EDIR and skills matrix.
- Create a succession plan for CHLNet Secretariat Cochairs and Network Partner Liaisons, Senior Advisors, Executive Director, Emeritus and Working Group Cochairs.
- Oversee a transparent and fair nomination process for filling of vacant positions. Proposed nominees to be reviewed by the Secretariat for ratification by Network Partners at the next Network Partner Roundtable.
- Refresh, evaluate and further define the host Secretariat functions, expectations, relationships and recognition. Once determined establish a defined formalized agreement(s) with partner organization (s).
- Every 3 years review or as needed, review and evaluate the structure and functions of the Secretariat i.e., not-for-profit, unincorporated, host Secretariat and Secretariat vs Board of Directors vs Council designation.

Terms of Operation

- Standing working 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 chair, 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 who is a network partner and a member of the Secretariat. 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, Emeriti, government and academics. The Executive Director is ex officio. Size not to exceed 6 members.
- Vacancies will be filled by the Secretariat as required.

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