

Health Leadership Exchange and Acceleration

Working Group Terms of Reference

Purpose

Gather provincial leaders to stimulate and grow health leadership capacity and capabilities in their respective jurisdictions for 21st century care.

Principles

- Dedicated to improving Canadian health performance and sustainability through an evidence-based leadership and EDIR (equity, diversity, inclusion and reconciliation) approach.
- 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.
- Believe that evidence is foundational for best practice of leadership and leadership development.
- Accept the importance of leadership in all contexts.
- Ensure knowledge transfer of leading practices.
- Leverage the collective strengths of member partners.

Duties and Responsibilities

In terms of priority,

- Learn where innovation around health leadership is happening and share with each other at the macro/meso level of the health system.
- Build Equity, Diversity, Inclusivity, Indigeneity and Accessibility in all we do.
- Create and build strategic partnerships amongst member organizations to coalesce resources to seek out mutually beneficial health leadership capacity building opportunities and a community of practice.
- Act as a catalyst in the exchange and dissemination of new and existing knowledge on health leadership to ensure integration into practice. Advise on the best processes, tools and models for knowledge mobilization of evidence that shows health leadership as both an enabler of and a set of skills/capabilities for effective talent management and system transformation.
- Serve as a sounding board for potential and current CHLNet-related health leadership advocacy efforts especially those that recognize the importance of health leaders as a collective and in health system transformation.
- Discuss and create opportunities for senior leaders to mentor and network with the next generation of leaders.

- Update CHLNet leadership development inventory for one stop shopping for leadership development programs.
- Ensure connectedness to other CHLNet’s standing group(s) to ensure health leadership is built into policy, planning and practice.

Terms of Operation

- Meet three times a year virtually for 1.5 hours or at the call of the cochairs. Regular attendance is required. Any member missing three consecutive meetings without cause will be required to resign.
- Maintain quality records of meetings.
- Create a workplan that outlines deliverables, accountability and that is monitored annually.
- 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.
- Provide reports on the working group activities to the network partners for information purposes at the semi-annual roundtables.
- 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 cochairs who serve will serve overlapping terms. Nominees for appointment of the cochairs will be solicited from this working group and/or Secretariat. Cochairs will serve a two-year term of office to take effect immediately. In exceptional circumstances, another two-year term may be granted by a vote of the working group.
- Ensure the composition of the group reflects provincial/territorial leaders in organizational development/human resources who are CHLNet member partners at a more macro level of the health system with representation distributed as follows: provincial/territorial organizations who oversee/deliver leadership development programs, CHLNet Senior Advisors, CHLNet Executive Director, and the cochairs.
- Selection criteria for members must focus on Equity, Diversity, Inclusivity, Indigeneity and Accessibility.
- Vacancies will be filled by the working group or Secretariat as required.

*Approved November 2017
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