



LEADS Framework Governance Group Terms of Reference

Authority and Accountability

The LEADS Framework Governance Group is accountable to the LEADS Collaborative Partners (Canadian College of Health Leaders—CCHL; Canadian Health Leadership Network—CHLNet; Royal Roads University—RRU; and Graham Dickson).

Purpose

To provide partner and expert input to protect and enhance the integrity of the LEADS Framework.

Mandate

The Governance Group shall:

- Serve as official spokesperson/body and final authority with respect to the content of the LEADS Framework;
- Oversee and monitor the currency and relevance of the LEADS Framework given changing needs;
- Decide when ever-greening of the LEADS Framework should occur;
- Determine the process, including research necessary, to support considerations of changes to the LEADS Framework;
- Review suggestions for changes and additions to the LEADS Framework;
- Make decisions about changes to the LEADS Framework. All decisions on the LEADS Framework changes require unanimous approval of the LEADS Collaborative partners;
- Intervene as necessary to review issues surrounding the compatibility of specific activities with the LEADS Framework;
- Develop policies and conditions for the use of the LEADS Framework, including possible accrediting and licensing functions to allow the use of the LEADS Framework in commercial ventures or for public use;
- Serve as a forum for discussion of issues surrounding the ongoing development and utilization of the LEADS Framework, including hosting summits of LEADS users and champions, to provide input on strategy and share successes; and
- Determining the ongoing membership of the LEADS Framework Governance Group including any changes that might be made to expand the membership.

Membership

The LEADS Framework Governance Group will consist of 8 voting members:

- Independent chair appointed by the group
- CHLNet representative selected by CHLNet Partners

- College representative selected by the College board
- Royal Roads representative selected by RRU
- Graham Dickson, LEADS Expert
- Three knowledge experts appointed by the LEADS Framework Governance Group
- CHLNet Executive Director, ex-officio non-voting
- College President and CEO, ex-officio non voting
- College Strategic Director, LEADS Business Unit, ex-officio non voting

Term

Voting members are appointed for a two-year term to a maximum of two terms. They are eligible for re-appointment after a one-year hiatus. The membership of the group shall be reviewed annually.

Meetings

The LEADS Framework Governance Group will meet via e-meeting a minimum of four times per year.

In the event that all/most LEADS Framework Governance Group members are planning to attend an event (i.e. the National Health Leadership Conference, CHLNet Partners Roundtable), a face-to-face meeting may be held at that time.

Two of the LEADS Framework Governance Group meetings will be held jointly with the LEADS Operations Council for the purpose of aligning interest and activities of both structures.

Regular attendance at these meetings is a critical component of success and members may attend in person or via telephone/computer at the member's option. Upon 3 consecutive absences without cause, the Group will require a member to resign from the LEADS Framework Governance Group.

Quorum

At least 50% of the voting members constitute a quorum.

Vacancies

Vacancies will be filled by the LEADS Framework Governance Group as required.

Staff Resources and Administrative Support

The LEADS Framework Governance Group will be supported by partner resources as agreed to by the LEADS Collaborative partners.

Communications

Reports on the LEADS Framework Governance Group will be provided to the LEADS Collaborative partners for information purposes.

Annual review

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

Approved October 17, 2016