



CANADIAN COLLEGE OF HEALTH LEADERS    COLLÈGE CANADIEN DES LEADERS EN SANTÉ

*Learning, Leading, Inspiring    Apprendre, mener, inspirer*

## LEADS Operations Council

### Terms of Reference

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#### **Authority and Accountability**

The LEADS Operations Council is advisory to the board of the College, and reports to the board.

#### **Purpose**

To provide partner, client and expert input to the business unit to promote innovation and client-centred solutions.

#### **Mandate**

The council shall:

- Approve the operating plan for the business unit;
- Recommend operating budget and reserve requirements for tool development and framework ever-greening;
- Recommend policies that will govern the business unit operation;
- Monitor the performance of the business unit including financial performance, client satisfaction and other performance metrics;
- Recommend a short term and long term operational strategy for the business unit;
- Recommend and prioritize investment in new tools and products;
- Make recommendations on the LEADS certification program and the process for granting certification; and
- Determine the ongoing membership of the LEADS Operations Council, including any changes that might be made to adjust the membership.

#### **Membership**

The LEADS Operations Council will consist of 11 voting members:

- 3 College Board Directors, one of whom will serve as Chair
- College President and CEO
- Graham Dickson
- CHLNet representative selected by CHLNet
- 2 client representatives appointed by the LEADS Operations Council
- 2 knowledge experts appointed by the LEADS Operations Council
- 1 executive coach representative appointed by the LEADS Operations Council

The LEADS Canada Director will be an ex-officio non-voting member.

**Term**

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 council shall be reviewed and appointed annually as stipulated in the College Bylaws.

**Meetings**

The LEADS Operations Council will meet via e-meeting a minimum of six times per year.

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

Two of the LEADS Operations Council meetings will be held jointly with the LEADS Framework Governance Group/Advisory 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 council will require a member to resign from the LEADS Operations Council.

**Quorum**

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

**Vacancies**

Vacancies will be filled by the board as required on the recommendation of the LEADS Operations Council.

**Staff Resources and Administrative Support**

LEADS Canada and College Administration will provide the staff resources to support the work of the LEADS Operations Council.

**Communications**

Reports on the LEADS Operations Council will be provided to the LEADS Collaborative partners for information purposes.

**Annual review**

The terms of reference for the LEADS Operations Council will be reviewed on an annual basis.

*Reviewed June, 2016*