

# CANADIAN COLLEGE OF HEALTH SERVICE EXECUTIVES EASTERN ONTARIO CHAPTER EXECUTIVE COMMITTEE - TERMS OF REFERENCE 2011

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## **1. BACKGROUND**

Over the course of 2011, the Eastern Ontario Chapter (EOC) of the Canadian College of Health Leaders (CCHL) underwent a strategic planning process to refresh the Chapter's strategic priorities. After discussing past challenges and future needs of the Chapter, changes were made to the structure of the EOC Executive to engage the Chapter to follow through on the renewed strategic priorities. These terms of reference outlines the role, core responsibilities, membership composition, member responsibilities, meeting frequency and reporting structure for the new Executive Committee.

## **2. ROLE**

The role of the CCHSE EOC Executive Committee is to carry out local programs consistent with the mission, vision, values and goals of the College and to facilitate the individual participation of members in the affairs of the College.

## **3. CORE RESPONSIBILITIES**

The core responsibilities of the CCHSE EOC Executive Committee will be to:

- Develop and advance excellence in health leadership by providing professional development opportunities through educational events and networking opportunities;
- Promote excellence in health leadership through clear two-way communication with members and the health care community at large; and
- Recognize excellence in health leadership by leading local award nominating processes.

## **4. MEMBERSHIP POSITIONS**

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Executive Committee Officers:

- Chair
- Vice Chair
- Past Chair
- Secretary
- Treasurer

Executive Committee Chairs:

- Professional Development Committee Chair
- Membership Committee Chair
- Awards Committee Chair
- Communications Committee Chair

### **Composition**

The Executive Committee will be composed of five officers and four committee chairs and other Executive Committee Members voted onto the Executive committee through the Chapter Nomination process. As listed above, the officers of the Executive Committee are Chair, Vice Chair, Treasurer, Secretary and Past Chair. Each of the four chairs shall be responsible for one of four committees listed above.

The Chair of the Executive Committee, with the advice and support of the Committee, will appoint officers and committee chairs. Each committee Officer, Chair and additional Executive

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Committee Member shall be a member, with voting capability, of the Chapter Executive Committee.

## **Terms of Office**

The Officers and Committee Chairs shall remain in office for two (2) years or until their successor is elected or appointed. Executive Committee membership will be reviewed, annually, and adjusted as required, to ensure the composition is aligned with the needs of local chapter members and College mission, vision, values and bylaws.

## **Ex-officio Executive Committee Members**

The Chair of the Executive Committee, with advice and support of the Executive Committee, will appoint ex-officio members to the Executive Committee.

## **5. RESPONSIBILITY OF CHAIR**

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- To motivate and guide members following through on the Chapter's core responsibilities;
- to approve and distribute the agenda and minutes prior to each meeting;
- to ensure items decided by the committee are first approved and are subsequently implemented; and
- to report to the CAC on Chapter activities.

## **6. Responsibility of the Vice Chair**

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- To chair the Executive Committee in the event the Chair is unable to attend a meeting of the Executive Committee;
- to aid the Chair in guiding members towards meeting the Chapter's core responsibilities; and
- to assume the role of Chair once the existing Chair's term of office is complete.

## **7. Responsibility of the Past Chair**

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- To deliver to the incoming chair, within thirty (30) days, the Chapter Manual and minutes of all Executive Committee meetings; and
- To lead the nomination process for the Executive Committee when a vacancy arises in a way that is consistent with College regulations.

## **8. Responsibility of the Treasurer**

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- To provide monthly updates to the Executive Committee on the financial position of the Eastern Ontario Chapter;
- to manage all financial transactions of the Executive Committee;
- to chair the Finance and Sponsorship Committee; and
- to present and motion to approve a budget for the Executive prior to each AGM.

## **9. Responsibility of the Secretary**

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- To take minutes for each executive meeting and submit to the Chair for approval two (2) weeks prior to the next Executive Committee meeting; and
- TO archive the materials of the Eastern Ontario Chapter Executive

# CANADIAN COLLEGE OF HEALTH SERVICE EXECUTIVES EASTERN ONTARIO CHAPTER EXECUTIVE COMMITTEE - TERMS OF REFERENCE 2011

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## **10. Responsibility of the Professional Development Committee Chair**

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- To chair the Professional Development Committee of the Eastern Ontario Chapter;
- To lead the planning and execution of the chapter's professional development series;
- To report to the Executive Committee on professional development activities;
- To develop and maintain the Professional Development Committee Terms of Reference; and
- To provide support and guidance to the event project managers in the execution of events.

## **11. Responsibility of the Communications Committee Chair**

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- To chair the Communications Committee of the Eastern Ontario Chapter;
- to lead the promotion of Chapter events and activities;
- to report to the Executive Committee on communication activities; and
- to develop and maintain the Membership and Communications Committee Terms of Reference.

## **12. Responsibility of the Nominating and Awards Committee Chair**

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- To chair the Awards Committee of the Eastern Ontario Chapter;
- To lead the planning and execution of the chapter's awards program;
- To report to the Executive Committee on nominating and awards activities; and
- To develop and maintain the Awards Committee Terms of Reference.

## **13. MEETINGS**

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- The Executive Committee will hold monthly meetings or meetings will be scheduled at the call of the Chair.

## **14. ACCOUNTABILITY & REPORTING**

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- The CCHSE EOC Executive Committee reports to the CCHSE Chapter Advisory Committee through the Chair. The EOC committees report to the Chapter Executive Committee through the chairs of each committee (See Appendix 1).

## **15. REVIEW AND EVALUATION**

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- The EOC Executive Committee will review the Terms of Reference annually prior to each Chapter AGM.