

**STEERING COMMITTEE
for
Health Human Resources Advisory Committee (HHRAC)**

TERMS OF REFERENCE

PURPOSE:

The purpose of this Steering Committee is to provide strategic direction and operational leadership for the Health Human Resources Advisory Committee (HHRAC) and represent the decisions/direction of HHRAC to HealthCareCAN's CEO and its Board of Directors and vice versa. It shall function as the communication liaison between HHRAC, HealthCareCAN Board, CEO and other HealthCareCAN staff. In fulfilling this role, the Committee will make recommendations on behalf of HHRAC. The Steering Committee, its Members and Co-Chairs shall also represent to the public, government, and stakeholders the approved recommendations and positions of HHRAC.

HHRAC itself advances HealthCareCAN's position on health human resources agenda in Canada by identifying, investigating, and discussing issues and proposing recommendations and actions reinforcing HCC's advocacy role. HHRAC also serves as a national network of "Health Human Resources Executives in Healthcare." In support of CHA Learning's mandate, the Committee will continue to provide counsel on leadership development priorities based on the health sector's needs.

COMPOSITION:

The Steering Committee shall consist of a maximum of nine (9) members fulfilling the following roles:

1. Co-chair (staggered two-year term)
2. Co-chair (staggered two-year term)
3. Past-Chair (one year term)
4. Member
5. Member
6. Member
7. Member
8. Member
9. Member At-Large

Annually and/or when vacancies arise, the Steering Committee shall seek "expressions of interest" from the membership of the full committee and use a "skills matrix" to guide the selection of HHRAC members, ensuring that the members come from a cross-section of HealthCareCAN's membership and represent a diversity of voices, experience, and expertise that represents, as much as possible, the diversity of Canada, health human resources, and the health system. The Steering Committee ensures the diversity of HHRAC is reflected in the representation and voices on the Steering Committee itself and may, as necessary, appoint member(s) at-large to round its diversity.

In addition to the above membership, the VP Learning & Development (HealthCareCAN) will be a non-voting (ex officio) member of the committee.

The Steering Committee will also be supported by:

- Secretariat – role fulfilled by HealthCareCAN representative
- Other HCC representatives/delegates as required by the Steering Committee

A quorum for meetings shall be the majority of the Steering Committee voting members present (in person or via phone or video conference).

STEERING COMMITTEE MEMBERSHIP AND TERMS:

- Co-Chairs to be on staggered 2-year terms.
- All other representatives on 2-year terms. Wherever possible, the Steering Committee should consider staggering terms to ensure continuity.
- Terms may be renewed for a maximum of **two additional** terms (for a total of six years) unless there are not sufficient nominations for the Steering Committee and/or a vacancy exists.
- Members not attending the majority meetings shall not be renewed.
- Members may only serve in the Co-Chair role for one term unless as voted on by the Steering Committee to extend further.
- Members will be sought from the HHRAC's full-membership in accordance with HHRAC's Terms of Reference.
- Past members that are currently not employed by a HealthCareCAN member organization, but who maintain a role in an area of strategic human resources leadership from research hospitals/health authorities, academic health sciences centres and other healthcare organizations are eligible, at the discretion of the Steering Committee, to remain on the Steering Committee until the end of their term as a Member At-Large.

MEMBER RESPONSIBILITIES:

1. Review and make decisions on nominations to the HHRAC (committee of the whole).
2. Set annual/multi-year workplan for HHRAC in collaboration with HealthCareCAN staff and with input from the CEO.
3. Provide direction to Secretariat on setting agendas, meetings, guests, events etc.
4. Review Terms of Reference for HHRAC and SC every two years.
5. Shall represent the voice of HHRAC and facilitate communication on behalf of HHRAC to the HealthCareCAN Board for its consideration.
6. Shall represent HHRAC and communicate on behalf of HHRAC in making external "statements" on HHR issues/policies to other bodies, stakeholders, agencies, or government.
7. Actively attend the majority of Committee meetings and consultations as required.
8. Assume the role of Co-Chair for one term to ensure diversity of leadership across the country (i.e. each region shall take a turn as Co-Chair).
9. Provide strategic leadership to HHRAC and foster strategic relationships with key stakeholders.

MEETINGS:

The Co-Chairs with support from the Secretariat will set meetings and agendas.

Meeting will be conducted virtually, approximately monthly and/or as needed to plan HHRAC meetings (committee of the whole) and execute decisions and any actions (e.g. external consultations).

SUBCOMMITTEES:

The Steering Committee may establish sub-committees as required to address strategic issues. Sub-committees will develop terms of reference to ensure clarity of roles and responsibilities.

DECISION MAKING:

To be made by consensus