

**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.

HHRAC itself advances HealthCareCAN’s position on health human resources agenda in Canada by identifying, investigating, and discussing issues and proposing actions reinforcing HCC’s advocacy role. HHRAC also supports the creation of a national network of “Health Human Resources Executives in Healthcare.” The committee will continue to provide counsel on future leadership and development programs based on the health sector’s needs.

COMPOSITION:

The Steering Committee shall consist of a maximum of 7 members fulfilling the following roles:

1. Co-chair (staggered term)
2. Co-chair (staggered term)
3. Member
4. Member
5. Member
6. Member
7. Member

The Steering Committee shall develop and use a “skills matrix” (to be developed) 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 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.

In addition to the above membership, the following roles will be non-voting members of the committee:

- HCC VP Learning & Development
- 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 members present (in person or via phone or video conference).

TERMS:

- Co-Chairs to be on staggered 3-year terms.
- All other representatives on 3-year terms. Wherever possible, the Steering Committee should consider staggering terms to ensure continuity.
- Terms may be renewed for a maximum of **one** additional term unless there are not sufficient nominations for the steering committee and/or a vacancy exists.
- Members may only serve in the co-chair role for one term.
- Members will be sought from the HHRAC's membership.

RESPONSIBILITIES:

1. Review and make decisions on nominations to the HHRAC (committee of the whole).
2. Set agendas and annual/multi-year workplan for HHRAC in collaboration with HealthCareCAN staff and with input from the CEO.
3. Provide direction to Secretariat on meetings/events, speakers, etc.
4. Biannual (2 years) review Terms of Reference.
5. Shall represent the voice of the HHRAC and facilitate communication on behalf of the HHRAC to the HealthCareCAN board for its consideration.
6. Facilitate communication on behalf of the HHRAC in making external "statements" on HHR issues/policies for provision to other bodies, stakeholders, agencies, or government.
7. Provide strategic leadership to HHRAC and foster strategic relationships with key stakeholders.

MEETINGS:

To be conducted virtually, 4 times per year – 1 month in advance of HHRAC meetings (committee of the whole).

Additional meetings may be called at the decision of the Co-Chairs.

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