

## HEALTH HUMAN RESOURCES ADVISORY COMMITTEE (HHRAC) TERMS OF REFERENCE

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### **MANDATE:**

As part of HealthCareCAN's overall objective and desire to engage more of its members, the Board of Directors has established an advisory committee that focuses on issues related to health human resources (HHR) strategy and planning in Canada and also provides advice to HealthCareCAN's professional division, CHA Learning to address health sector and member leadership and development priorities and needs. HHRAC serves in an advisory capacity to HealthCareCAN's Board of Directors, HealthCareCAN's CEO and staff, and to CHA Learning.

HHRAC informs HealthCareCAN's (HCC) position on Canada's health human resources agenda by identifying, investigating, and discussing issues and proposing recommendations and actions reinforcing HCC's advocacy role. Through its work, HHRAC also serves as a national network of "Health Human Resources Executives in Healthcare" whereby members can uniquely seek support and share research, resources, and other information with one another.

### **MEMBERSHIP:**

The Health Human Resources Advisory Committee is composed of members who are executive human resource professionals, VPs of people and culture, and chief human resource officers employed by HealthCareCAN's full-members.

Every HealthCareCAN full member will be eligible to nominate a representative to HHRAC. Nominees will be reviewed by the HHRAC Steering Committee (SC) and their acceptance shall be determined by the SC the basis of the nominee's experience, skill, and diversity.

HHRAC will be composed of up to 30-35 HHR representatives from across Canada, ensuring that the diversity of Canada, its regions (each province and territory and rural/urban), and HealthCareCAN's membership are represented. In a phased approach, the Steering Committee may choose to expand HHRAC to include additional representatives from across HealthCareCAN's membership. HHRAC membership is limited to appointed representatives; designates may be invited by the SC at its discretion.\*

\* If an HHRAC representative should leave their role and join a non-HealthCareCAN organization, the Steering Committee may appoint the representative as an "Observer Member" should they continue to be responsible for strategic human resources. Note: "Observer Members" would not be considered a voting member. A maximum of two (2) observers may be part of HHRAC at any time.

\* If a Member is unable to complete their term (e.g. retirement or resignation), SC may, at its discretion, appoint a replacement from the Member organization to complete the term.

### **GOALS:**

- To advise HCC on how best to champion a health human resources agenda in Canada that ensures a sufficient supply and retention of well-trained, innovative, and resilient/healthy talent capable of meeting the current and future needs of both our health organizations and the Canadian population.
- To advise HCC on how best to advance issues, best practices, research, and collaboration on HHR priorities impacting those representing its membership.
- To advise HCC on how best to position itself as a strong advocate with the Government of Canada, its agencies, and other strategic bodies for its Members that will result in more favourable HHR policies, funding, and action at the national level.

- To identify and build strategic alliances, partnerships, and relationships in support of furthering HHRAC's identified priorities.
- To engage periodically (e.g., once a year or every other year) all of HealthCareCAN's members in a virtual or in-person forum on relevant HHR issues.

#### **HHRAC MEMBER RESPONSIBILITIES:**

- Collaborate with each other, HealthCareCAN staff, and others within their respective organizations, and stakeholders to identify key issues, opportunities, and recommendations.
- Represent their organizations and the collective HealthCareCAN membership on the health human resource issues that are identified as priorities.
- Participate in and attend HHRAC meetings and events as scheduled.
- Contribute their organization's experience, intelligence, and data as part of HHRAC's goal to represent the diversity and wholeness of the Canadian health workforce context. E.g. Surveys, consultations, focus groups, calls for input.
- Participate in sub-committees and working groups to address specific issues or actions as required. Additional participants (i.e. Member delegates) may be invited to participate as needed/relevant.

#### **STRUCTURE AND GOVERNANCE:**

- HHRAC will be guided by a Steering Committee of up to nine (9) members from HHRAC.
- HHRAC is to be Co-Chaired by two representatives from the Steering Committee.
- HHRAC will provide its advice and recommendations on issues to be presented to the Board via the CEO who designs/sets the agenda for the Board and Board Committee meetings. This should be done with the help of the VP Learning and Development and the two Co-Chairs.
- HCC's VP Learning & Development shall be an ex officio member of HHRAC and function as liaison between HHRAC, HealthCareCAN Board via HCC CEO and additional HCC staff shall provide secretariat support and support in facilitating meetings, reporting, and other operational needs of HHRAC.
- Representatives commit to an initial three (3) year term with potential renewal for additional terms.

#### **MEETINGS:**

HHRAC usually meets four times per year. Ideally one or two of these meetings may be convened in person (as required and when feasible) at a mutually agreed upon location; otherwise, meetings will be conducted virtually. Meetings and agenda are set by the HHRAC Steering Committee.

The HHRAC Steering Committee will set meetings and agendas with support from the Secretariat. Meeting packages will be distributed in a timely manner in advance of any meetings.

#### **RESOURCES:**

- HealthCareCAN shall provide staff support to the HHRAC and budget as approved by HealthCareCAN's Board of Directors and CEO.
- Unless otherwise agreed upon by HealthCareCAN's Board of Directors and CEO, HHRAC members will not be compensated nor reimbursed for participation in HHRAC meetings including, but not limited to, time, travel and expenses.

#### **DECISION MAKING:**

- Decisions shall be made by consensus.